



Academy of Surfing Instructors (ASI)

Policy & Procedures Manual

Affiliated Clubs

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1. Affiliation

To remain affiliated, a club must:

- Abide by its constitution
- Abide by the ASI Affiliated clubs policy and procedures (including Member Protection Policy and Risk Management)
- Maintain its member register throughout the year
- Ensure all members complete a membership form
- Ensure non-members attending sanctioned special events complete a waiver release form
- Hold council / land management authority / permission / permits (as applicable)
- Hold insurance with the Academy of Surfing Instructors
- Complete an annual audit form
- Pay appropriate fees to ASI

Reporting

Clubs are required to provide the following information to ASI:

- Annual audit form with accompanying paperwork
- Completed incident report forms as soon as practical after an incident has occurred
- Any complaints, investigations and allegations of child abuse as soon as practical after receiving the complaint / allegations and ongoing for any investigations.

Audit

The Affiliated Club completes an annual audit report which shows compliance with the policies and procedures as documented in this Policies and Procedures manual.

The audit is completed on the ASI Affiliated Club Audit form and submitted ASI Head Office for assessment each year on renewing affiliation membership.

2. Club Constitution

The Affiliated Club has a constitution. The Constitution sets out the rules by which the Club must run including rules about membership and administration.

A copy of the Club constitution is to be made available for all members on request.

3. Member Protection Policy

The Affiliated Club has a Member Protection Policy that identifies and complies with relevant State laws including Commonwealth or State legislation on:

- code of conduct
- child protection
- anti-discrimination and harassment
- sexual harassment
- sexual relationships
- pregnancy
- privacy

Refer to ASI Member Protection Policy for full policy and procedures.

All committee members and staff sign the Member Protection Declaration form, prior to commencing office / employment, that:

- they are aware of, and undertake to comply with the above legislation and codes of conduct understand
- agree not to disclose confidential information about the Affiliated Club or its clients

Code of Conduct

The Affiliated Club requires every individual and organisation bound by this policy to:

- Be ethical, fair and honest in all their dealings with other people and the Affiliated Club
- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations
- Always place the safety and welfare of children above other considerations
- Comply with Affiliated Clubs constitution, rules and policies including these member protection policy and procedures
- Operate within the rules and spirit of the sport
- Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws
- Be responsible and accountable for their conduct, and
- Abide by the relevant Role-Specific Codes of Conduct outlined in Member Protection Policy.

Refer to ASI Member Protection Policy for full policy and procedures.

Child Protection Policy

The Affiliated Club implements policy and procedures to protect children from physical, sexual or emotional abuse. Children are valued, respected and included so they feel confident they will be listened to.

The Affiliated Club **protects children** by³:

- carefully selecting and screening staff and completing interviews and referee checks
- staff are required to sign the Child Protection section of the Member Protection Declaration form, prior to starting employment, that they have no criminal charges pending or convicted for child abuse, or any other offences that could put children at risk.

- implementing professional behaviour standards through codes of conduct or similar guidelines
- developing child protection and complaint management policies
- ensuring volunteers working with children are supervised at all times
- having an adult present or in sight when conducting one to one coaching instruction
- providing child protection information to staff and volunteers

The Affiliated Club's Committee is responsible for implementing child safe and child friendly policies and procedures. Policy review is conducted annually at time of audit.

Refer to ASI Member Protection Policy for full policy and procedures.

1. Child Abuse and Mandatory Reporting

Child abuse is illegal in all States in Australia. Each State has its own legislation.

Any person may report cases of child abuse. There are also mandatory reporting requirements of child abuse in most states that specifies certain persons are required to report cases of child abuse.

In most States, teachers, are designated as mandatory reporters. Depending on the definition of "teacher", supervising staff members may or may not be mandatory reporters in the particular state.

It is the policy of the Affiliated Club, for all staff (paid and voluntary), to report all types of possible or known child abuse, for children under 16 years of age, to the designated Member Protection Officer at the Affiliated Club.

If the child is between the ages of 16 and 18, staff should report child abuse according to the reporting age requirements of their relevant state legislation.

All staff associated with the Affiliated Club should be aware of the indicators for child abuse and sexual abuse so that they may make an informed decision on what to report.

2. Working with Children / Police Checks

Some States also have legislation that requires screening/checking of persons working with children under 18 years of age.

The Affiliated Club abides by relevant State "Working with Children Check" legislation. A Police Check is conducted where no legislation exists for Working with Children Check.

The Affiliated Club keeps current copies of staff "Working with Children Check" and Police clearances on staff files.

Committee members and/or Staff administering Working with Children Check information are obligated to keep any information, received as a result of screening, confidential.

3. Child Friendly

The Affiliated Club implements policy and procedures so children are valued, respected and included so they feel confident they will be listened to.

Anti-Discrimination and Harassment Policy

The Affiliated Club aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

Refer to ASI Member Protection Policy for full policy and procedures.

Sexual Harassment Policy

The Affiliated Club is committed to ensuring that the working environment is free from sexual harassment. Any acts of sexual harassment, to staff and clients, will not be tolerated and disciplinary action will be taken including reporting the offence to the relevant authorities.

Because sexual harassment is against the law, offenders expose themselves and the Affiliated Club to potential liability and fines/penalties.

Committee members, managers and supervisors have a responsibility to:

- monitor the working environment to ensure that acceptable standards of conduct are observed at all times
- model appropriate behaviour themselves
- promote the organisation's sexual harassment policy within their work area

All committee members and staff have a responsibility to:

- comply with the organisation's sexual harassment policy
- offer support to anyone who is being harassed and let them know where they can get help and advice (they should not, however, approach the harasser themselves)
- maintain complete confidentiality if they provide information during the investigation of a complaint. Spreading gossip or rumours may expose staff to a defamation action.

All committee members and staff sign the Staff Declaration form, prior to commencing office/employment, that they are aware of, and undertake to comply with, the Sexual Harassment legislative and regulatory requirements.

Refer to ASI Member Protection Policy for full policy and procedures.

^{2, 3} (Source: Human Rights and Equal Opportunity Commission website:
www.hreoc.gov.au/sex_discrimination/code_practice/data/1_what.html)

Sexual Relationships Policy

The Affiliated Club takes the view that intimate relationships (whether or not of a sexual nature) between coaches and players, while not necessarily of constituting Harassment, can have harmful effects on the individual player involved, on other players and on the sport's public image.

Refer to ASI Member Protection Policy for full policy and procedures.

Pregnancy Policy

The Affiliated Club is committed to providing an inclusive sporting environment for pregnant women involved in its activities.

Refer to ASI Member Protection Policy for full policy and procedures.

Gender Identity

The Affiliated Club is committed to providing an inclusive sporting environment where transgender or transsexual people involved in its activities are able to contribute and participate.

Refer to ASI Member Protection Policy for full policy and procedures.

Privacy Policy

The Affiliated Club abides by the Privacy legislation. This law states how personal information can be collected, used, stored and kept secure. It also gives a person the right to look at their personal information and correct it if it is wrong.

The Affiliated Club has adopted a Privacy Policy) which is listed in the ASI Member Protection Policy).

Refer to ASI Member Protection Policy for full policy and procedures.

Complaints Policy and Procedure

The Affiliated Club aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s or a sporting organisation has breached this policy.

A complaint should be reported to Affiliated Club's Member Protection Officer.

Refer to ASI Member Protection Policy for full policy and procedures.

4. Legislative and Regulatory Requirements

The Affiliated Club identifies and complies with relevant State laws including Commonwealth or State legislation on:

- Occupational Health and Safety
- Environment
- Copyright
- Local Government Compliance

Occupational Health and Safety

The safety and health of staff, members and clients is of primary importance in all activities carried out by the Affiliated Club.

The Affiliated Club observes all Occupational Health and Safety legislation and copies of where to obtain the relevant state Acts are available to staff and clients.

Each State/Territory in Australia has its own OH&S Act. These Acts describe what is required to ensure the workplace is safe and healthy and the role of different groups of people (e.g. employer, employees) in carrying out these requirements.

1. Objectives

The Accredited Affiliated Club is committed to:

- ensuring a safe and healthy working and learning environment for staff, members and clients and the general public in all work environments.
- regular OH&S consultation with staff, contractors and suppliers of equipment and services, to ensure that occupational health and safety management is of the highest standard.
- improving OH&S performance by implementing pro-active risk management strategies and providing training to keep hazards to the minimum practical level.

Fundamental to this commitment is the adoption of a Risk Management Plan which attempts to address potential hazards before they actually lead to problems.

This Risk Management Plan focuses on:

1. risk identification
2. risk assessment
3. a risk elimination or reduction plan
4. implementation of the plan
5. constant evaluation and modification of the plan

1. Risk Identification Risks have been identified and listed in the Risk Management Register.

2. Risk Assessment The likelihood of the risk occurring is rated accordingly to the likelihood and consequence table and is recorded against the relevant risk, in the Risk Management Register.

3. Risk Elimination or Reduction Plan Actions to eliminate or reduce the risk are recorded in the Risk Management Register against the relevant risk. Factors to consider, when eliminating or reduce the risk, are:

- experience of members
- type of activity
- any injury history
- equipment requirements and maintenance
- weather and environment
- appropriate insurance cover

4. Implementation of the Plan All Committee Members are responsible for implementing the Risk Management Plan.

5. Evaluation and Modification of the Plan Evaluation and modification is conducted on an ongoing basis with input from Committee members, staff and members. Any areas of safety concern are reported to the Risk Manager who is then responsible for modifying the Risk Management Plan as appropriate.

2. Responsibilities

The aim of OH&S legislation is to reduce the risk of a person's death, injury or illness due to the conduct of the employers business while that person is at the employer's place of work.

Duty of Care comes under OH&S legislation. **Duty of Care** requires everything 'able' to be done to protect the health and safety of others at the workplace

It is the responsibility of all Affiliated Club Committee Member and staff to care for their own and others' health and safety at the workplace, whilst carrying out work activities or using specified equipment. This includes employers, contractors, volunteers, self employed persons, persons in charge of the workplace and manufacturers.

The Employer (the Affiliated Club) must:

- provide and maintain a safe and healthy workplace
- provide safe equipment and systems
- provide training and supervision in relation to safe work practices

Committee Members, Members, Staff and Visitors must:

- comply with instructions in relation to health and safety
- use protective clothing as appropriate
- knowingly or recklessly not interfere with anything that is provided for workplace health and safety
- knowingly not put others at risk
- knowingly not injure themselves

All Committee Members and Staff sign the Member Protection Declaration form, prior to commencing their duties, indicating they have read and understood the Risk Management Plan.

3. Safe Work Procedures

Safe work procedures are used at Affiliated Club to ensure that tasks and work practices are performed in a safe manner with minimal risk.

Safe Work Procedures are written guidelines for work procedures where a potential hazard exists. These are documented in the Risk Management Plan.

Supervising Staff and Committee Members must incorporate OH&S requirements when planning and conducting surfing activities.

3.1 Incident reporting and investigation

The Affiliated Club has an incident report procedure. Workplace incidents are fully investigated with appropriate remedial actions put into place.

3.2 Hazardous substances

The Affiliated Club uses minimal hazardous substances. These are generally limited to cleaning and repair agents for surfboards. Hazardous substances are identified and Committee Members and Staff are trained accordingly in use and storage.

3.3 Manual handling

The Affiliated Club recognises that manual handling of equipment may represent a hazard to staff and members.

Manual handling risks are identified and appropriate controls are implemented and monitored. Committee Members, Members and Staff are trained in correct manual handling as appropriate.

4. OH&S Training

The Affiliated Club provides Committee Members and Staff with OH&S information and training as part of the induction program and an ongoing basis as applicable.

Instructors / coaches are required to hold a minimum of Level 1 surfing instructor or equivalent surf coaching qualification as this qualification covers OH&S in the Affiliated Club workplace.

Training qualifications and records are kept on the Affiliated Clubs instructors/coaches file.

5. Workplace Inspections

Given the changing nature of weather and conditions in the outdoor workplace, workplace inspections are carried out prior to each surf activity to ascertain safe conditions for Members, Staff and Visitors. These checklists are documented and filed.

Regular workplace inspections are carried out to ensure compliance with regulatory authorities and safety checks on equipment.

Refer to: ASI Risk Management Register – Surfing Events

Environment

ASI Affiliated Clubs are committed to minimising both natural and social environmental impact.

The Affiliated Club aims to have minimal impact on the environment. Staff, members and clients are encouraged to:

- not disturb fauna and flora
- have respect for cultural and heritage sites
- minimise impact on other water and other beach users

Environmental impacts are identified and managed according to the Risk Management Register.

All committee members and staff sign the Member Protection Declaration form, prior to commencing employment, that they are aware of, and undertake to comply with, the Environment legislative, regulatory requirements and identified risks.

The Affiliated Club abides by all environment legislation that applies to the Affiliated Club activities.

There are many laws and regulations protecting the environment in Australia.

- The Commonwealth has environment protection legislation that protects matters of national environmental significance, including Commonwealth parks and land.
- Each State has legislation that is generally managed by one Government department. Although there may be other government departments that may look after specific types of environment protection.

The States legislation covers different areas. But there are some broad categories of legislation that apply to the surf industry.

Parks and wildlife: Conserves and protects state parks and wildlife including habitats, ecosystems and biological diversity, landscapes and natural features, objects of cultural significance.

Aboriginal culture and heritage: Conserves and protects aboriginal land and cultural sites.

Recreational vehicles: Prohibits driving on land that is not a public road or recreation vehicle area.

Coastal protection and management: Protects, enhances, maintains and restores coastal environments, including ecosystems, ecological processes and biological diversity and water.

Native vegetation: Protects native vegetation noting that they contribute to such matters as water quality, biodiversity, or the prevention of salinity or land degradation.

Noxious weeds: Reduce the negative impact of weeds on the economy, community and environment and establishing mechanisms to control weeds.

Littering: Illegal to litter. This includes all things from cigarette butts to apple cores.

Refer to: ASI Risk Management Register – Surfing Events

Copyright Legislation

Copyright protects original works of material including films and books such as this course. This law states that copyright materials may not be reproduced without the original owner's permission.

Under Australian Copyright Law, copyright protection is automatic, and no symbol is required. However many people use the © symbol to further reinforce copyright ownership.

The Affiliated Club abides by relevant copyright legislation.

All committee members and staff sign the Member Protection Declaration form, prior to commencing employment, that they are aware of, and undertake to comply with, Copyright legislative and regulatory requirements.

Local Government Compliance

The Affiliated Club complies with all relevant Local and State government regulations covering the Affiliated Club's surfing activities.

Risk Management Policy

The Affiliated Club has a Risk Management policy to ensure a safer environment and “legally safer” operational procedures.

Policy

The Club aims to use world’s best practice in risk management. Our aim is to minimise reasonably foreseeable harm, and undesirable occurrences, to people, the environment and loss or damage of assets as a result of the clubs organised events and activities.

We will ensure risk management is an integral part of all our decision-making processes, we identify and take advantage of opportunities, as well as minimising adverse effects and we will strive to continually improve our risk management practices.

Process

A risk management systematic process has been established, based on the Australian Standard AS/NZS 4360:19999. Everyone involved with the application of risk management should use this process for guidance.

The club attempts to address potential hazards before they actually lead to problems.

This approach focuses on:

6. risk identification
7. risk assessment
8. a risk elimination or reduction plan
9. implementation of the plan
10. constant evaluation and modification of the plan

Monitoring and Review

Regular monitoring and review of risks is an important part of the club’s business. The Committee regularly reviews the Risk Manager Register to ensure it is up to date.

Responsibilities

The Club’s Committee is responsible for the implementation of the risk management process and ultimately responsible for the management of risks for the club’s events and activities.

All paid employees and volunteers are responsible for managing risks in their areas. Club members and others involved in the clubs events and activities have a responsibility to comply with the club’s risk management policy and procedures and not knowingly put themselves or others at risk.

A list of risks is identified in the:

ASI Risk Management Register – Surfing Events

Emergency Response

The Affiliated Club has a documented emergency response procedure.

All committee members and staff are trained in emergency response and are required to have a thorough and up-to-date knowledge of emergency facilities at the surf location (including near-by rescue and medical assistance).

At a minimum, a spare rescue board, first aid kit and a mobile phone is kept handy on the beach.

In the event of an emergency, the supervising staff member recalls all clients to the beach.

If required and if possible, the supervising staff member contacts the relevant emergency services and advises:

- the number of people involved
- the location and access
- the nature of the problem and what has happened (including what injuries have occurred, their extent and the type of assistance required)

The Event Manager is responsible for developing the emergency response procedure. Committee members and staff are advised of any changes in emergency response procedures.

Reporting incidents / accidents

In the event of an incident or accident, the supervising staff member completes an Incident Report form immediately after the incident or accident occurs.

Incident report forms are completed for all incidents / accidents regardless of how minor it may be.

Incident Report forms are kept in the first aid kit along with pen and paper.

The incident / accident must be reported to the Event Manager as soon as practicable after the accident.

The completed Incident Report is given to the Risk Manager within 24 hours of the incident / accident occurring. The Risk Manager contacts the Academy of Surfing Instructors and provides a copy of the report.

The Risk Manager is responsible for:

- organising contact with the client, insurance company, and other interested parties.
- reviewing details of the incident/ accident to determine any changes to operational procedure, risk management policy or staff disciplinary action.

The Incident Report form is kept for a period 7 years (in case of future legal action).

Members

The Affiliated Club has a member selection policy. Categories of members are listed in the Affiliated Clubs constitution.

Member Selection

Each member completes a Member Application form. A parent or guardian is required to sign for children under **18 years of age**.

The Affiliated Club's Committee assesses the applicant's suitability. Consideration is given to the applicants surfing skill level, age (child/adult), medical injuries/disabilities.

The Membership Application form records the date of acceptance and is signed by a Committee Member. Membership application forms are filed for a period of 7 years, after the end of the membership.

The members details are entered into the Members Register.

Members details are reviewed and kept up to date annually. A copy of the members register is provided to Academy of Surfing Instructors annually at time of audit, or at any other time on request.

A designated Committee Member is responsible for processing membership applications, filing, updating and reviewing member lists.

Waiver Release Forms

All members are required to sign the Waiver Release form prior to participation in surf activities. This may be included on the Membership Application form and need only be signed once, at time of renewing membership.

Other clients (e.g. non-members entering special sanctioned events) are required to sign a Waiver Release form prior to participation in surf activities. Clients must sign each and every time they *participate* in the surf activity. The Affiliated Club's Committee assesses non members suitability for the surfing event. Consideration is given to the applicants surfing skill level, age (child/adult), medical injuries/disabilities.

A parent or guardian is required to sign for children under **18 years of age**.

A designated Affiliated Club Committee member is responsible for ensuring clients sign the Waiver Release form.

Waiver Release forms are filed and kept for 7 years (in case of future legal action).

Staff Resources

The Affiliated Club employs suitability qualified staff.

Staff means paid or unpaid employees, contractors and volunteers.

As a minimum, the Affiliated Club appoints the following staff positions:

- Club President
- Safety / Risk Manager
- Member Protection Officer
- Event Manager

All staff undergo a screening process to ensure qualified people are employed.

Working with Children Check / Police Check is requested / conducted (as applicable)

Equipment / Infrastructure

The following emergency equipment is on beach (as applicable)

- first aid kit
- rescue board / tube on the beach
- mobile phone
- fire extinguisher
- megaphone (in case of PA failure)

Only equipment approved by the Club Committee may be used by the Affiliated Club.

Prior to each event, equipment and infrastructure is checked to ensure it is in good working order.

Events

The Events Manager is responsible for managing the event and deciding if the activity should proceed.

A number of factors are taken into consideration and these are listed in the ASI Risk Management Register – Surfing Events.

Sufficient time should be allocated before the activity to:

- check that conditions at the location are suitable
- organising signing of Membership Application form / Waiver Release form.