



Incorporation Number IA00030

## BYLAWS

May 2022

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## 1. Introductory provisions

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### 1.1. Interpretation

1.1.1. In these bylaws:

- a. **the association or QSCA** means QUEENSLAND SPORTING CLAYS ASSOCIATION INC;
- b. **the board** means the board members for the time being constituted as provided in the rules. May also be referred to as the management committee;
- c. **act** means the Associations Incorporation Act 1981 (Qld);
- d. **bylaws** mean the bylaws of the association;
- e. **special resolution** means a resolution that is passed at a general meeting (including the annual general meeting) by the votes of at least 75% of the members who are present and entitled to vote;
- f. **fee** means a payment of money due to the association by its members;
- g. **Member body** means the membership class outlined in the QSCA Constitution
- h. **SCA** means SPORTING CLAYS AUSTRALIA Ltd

### 1.2. Application

- 1.2.1. These bylaws complement and are to be read in conjunction with the rules of the association.
- 1.2.2. It is the responsibility of all board members to familiarise themselves with the association's rules, bylaws, policies and procedures. It is also their responsibility to educate members that they must comply with the rules, bylaws, policies and procedures of the association.

## 2. Headquarters and Affiliations

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### 2.1. Headquarters

- 2.1.1. PO BOX 42, Helensvale, QLD 4212

### 2.2. Affiliations

- 2.2.1. The association is affiliated with Sporting Clays Australia (SCA), Shooting Australia (SA), and indirectly Federation Internationale de Tir aux Armes Sportives de Chasse (FITASC) (the international body).

## 3. Communication

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### 3.1. Correspondence

- 3.1.1. All formal association correspondence must be on association letterhead and signed by the president or secretary.
- 3.1.2. Correspondence to the association is to be addressed to the association secretary.

### **3.2. Information to members**

- 3.2.1. The association will make the following information available to all members:
  - a. association contact details;
  - b. affiliate address;
  - c. rules and bylaws;
  - d. calendar of events, competitions and important dates;
  - e. details of courses, seminars and other training opportunities;
  - f. codes of conduct;
  - g. calendar of events and social activities.

### **3.3. Electronic communication, social media and cyber bullying**

- 3.3.1. The association recognises that electronic communication is essential for sharing association-related news and information with members. The association uses a range of electronic tools to communicate with members in a timely and appropriate manner.
- 3.3.2. All association communication protects members' privacy, maintains clear boundaries and ensures that bullying and harassment do not occur.
- 3.3.3. The board provides accountability and control over material published on the association's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.
- 3.3.4. No offensive content or photos may be published through any form of electronic communication in connection with the association.
- 3.3.5. Board members may use email to provide information about competitions, training, events and other association business.
- 3.3.6. Communication involving children is directed through their parents or guardians.
- 3.3.7. The association treats all social media postings, blogs, status updates and tweets as public comment. Postings (written, photos or videos) on any association social media forum must be family-friendly and feature positive association-related news and events.
- 3.3.8. The association expects members to conduct themselves appropriately when using all forms of electronic communication related to the association. For example:
  - a. No person may make statements that are misleading, false or likely to humiliate or injure a person's reputation;

- b. No person may make statements that might bring the association into disrepute;
  - c. Refrain from liking and commenting on negative social media posts to avoid being implicated;
  - d. Abusive, discriminatory, intimidating, bullying or offensive statements will not be tolerated;
  - e. All members must respect and maintain the privacy of other members.
- 3.3.9. If a person bound by this bylaw fails to follow these guidelines QSCA has the right to issue this individual or member body with a take-down notice. An individual or member body who is found to not comply with a take-down notice will face disciplinary action.
- 3.3.10. Repeated breaches of this policy could lead to disciplinary action. QSCA also has the right to administer sanctions and take legal action.
- 3.3.11. Individuals who wish to report an alleged breach of this bylaw should follow the complaints procedure outlined in clause 9.6. A formal complaint should include evidence of the alleged breach.

## **4. Governance**

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### **4.1. Board**

- 4.1.1. In accordance with the rules of the association, the board must have at least three members and a maximum of five, of whom one holds the position of president, another of whom holds the position of treasurer and any other members that the association members elect at a general meeting.
- 4.1.2. The association's board currently comprises the following positions:
- a. president;
  - b. vice president;
  - c. secretary;
  - d. treasurer;
  - e. a portfolio board member.
- 4.1.3. The board aims to meet at least four times per year in addition to an annual conference.

### **4.2. Board duties**

- 4.2.1. All board members shall:
- a. attend board meetings and general meetings of the association, as well as other meetings and events as they are called from time to time;
  - b. attend functions held by the association as required;

- c. have the power to delegate appropriate duties amongst the operational team and other volunteers;
- d. maintain all documents, books, papers, keys, records and goods belonging to the association and pertaining to the office held and deliver them to the association at the completion of their term of office;
- e. sign a confidentiality agreement with the association;
- f. hold a current blue card if dealing with unsupervised children.
- g. maintain a good working knowledge of the association's rules, bylaws, policies and procedures;
- h. perform any such other duties as appropriate and as directed by the board.

#### 4.2.2. President:

- a. ensure the standards of good governance are acquitted in accordance with best practice, relevant legislation and the association's rules and bylaws;
- b. preside as chairperson at board meetings and general meetings and in doing so ensure that all business is conducted in a proper manner in accordance with the association's rules and bylaws;
- c. set the direction of the association and oversee the strategic development of the association through the development of plans, policies and procedures to meet the objects of the association;
- d. ensure board members and other volunteers fulfil their responsibilities as required;
- e. act as the leading representative for the association at local, regional, state and national levels;
- f. work with relevant peak bodies on the association's ongoing development;
- g. report to the board and members of the association as appropriate;
- h. provide motivation, leadership and enthusiasm to team members;
- i. delegate tasks to suitable personnel as necessary;
- j. ensure that planning and budgeting for the future is carried out in accordance with the wishes of members;
- k. ensure each subcommittee is responsible for its designated portfolio and serve as an ex-officio member on all subcommittees;
- l. be available to handle disputes;
- m. prepare a report to be given to the secretary prior to, and to be presented at, the annual general meeting.

#### 4.2.3. Vice president:

- a. provide assistance to the president as necessary;
- b. assume the duties of the president in his/her absence and assist the president in carrying out his/her duties;
- c. act as a representative of the association at local, regional, state and national levels;
- d. act as a facilitator for association activities;
- e. ensure planning for the future is carried out in accordance with the wishes of members and act as a planning coordinator;
- f. be aware of all current and future association activities;
- g. spend some time with each board member to maintain a sound understanding of the running of the association and assist other board members with their duties as required.

#### 4.2.4. Secretary:

- a. issue notices of meetings in accordance with the association's rules, together with an agenda;
- b. collect and collate reports from office bearers;
- c. keep accurate minutes during all board and general meetings;
- d. act as the association's primary point of contact with governing bodies, deal with governing body queries and forward to appropriate association personnel;
- e. conduct all correspondence of the association as instructed by the board and keep files of such correspondence, records and reports of subcommittees, officers, delegates and officials;
- f. receive and place before the board all applications for membership;
- g. maintain an up-to-date register of members;
- h. ensure that a current copy of the association's rules is available to each new member;
- i. prepare the annual report for presentation at the annual general meeting in conjunction with the president;
- j. call for nominations for association positions prior to the annual general meeting;
- k. provide timely notice to governing bodies, the Queensland Office of Fair Trading and other relevant stakeholders regarding changes to board members and key contacts.

#### 4.2.5. Treasurer:



- a. keep all books and accounts of the association and prepare a statement of receipts and expenditure, profit and loss report, balance sheet and bank statements for presentation to each board meeting and general meetings;
- b. present accounts paid for ratification and accounts requiring payment for approval to each board meeting;
- c. generate invoices and coordinate the receipt of monies and issuing of receipts;
- d. monitor sponsorship funds;
- e. ensure all cash takings are counted by two people concurrently at the end of each day of activities, and ensure the prompt deposit of cash into the bank;
- f. pay fees due to governing bodies, when authorised by the board;
- g. work with the administration officer to arrange for all disbursement of payments to be paid either by cheque or electronic funds transfer;
- h. act as a signatory on association bank accounts;
- i. following the end date of the association's financial year, close the association's books and prepare a set of financial statements as required by the auditor;
- j. submit the association's financial statements and other relevant records to the auditor with sufficient time prior to the annual general meeting;
- k. present audited financial statements to the annual general meeting, in accordance with the association's rules and the *Associations Incorporation Act 1981*.

4.2.6. Portfolio board member:

- a. work closely with other board members to achieve the objects of the association and to ensure its general wellbeing;
- b. ensure planning for the future is carried out in accordance with the wishes of members and act as planning coordinators;
- c. be aware of all current and planned association activities;
- d. serve as chair of subcommittees as appointed;
- e. undertake tasks specific to the portfolio as determined by the board; and
- f. endeavour at all times to ensure the general wellbeing of the association.

### 4.3. Subcommittees

- 4.3.1. The board may create and dissolve subcommittees considered appropriate to help with the association's operations.
- 4.3.2. Members are appointed to each subcommittee by the respective subcommittee chair, in consultation with the board.
- 4.3.3. A subcommittee has no decision-making power. A subcommittee is to provide the minutes and recommendations from any subcommittee meeting to the board. Subcommittee recommendations must be ratified by the board.
- 4.3.4. Subcommittees may be requested by the board to provide an annual report.
- 4.3.5. At a subcommittee meeting, more than 50% of the members currently serving on the subcommittee form a quorum.
- 4.3.6. If the chairperson of a subcommittee is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their number to be chairperson of the meeting.
- 4.3.7. If there is no quorum within 30 minutes after the time fixed for a subcommittee meeting:
  - a. the meeting is to be adjourned for at least one day; and
  - b. the members of the subcommittee who are present are to decide the day, time and place of the adjourned meeting.
- 4.3.8. If, at an adjourned meeting mentioned in by-law 4.3.7, there is no quorum within 30 minutes after the time fixed for the meeting, the subcommittee members present form a quorum.
- 4.3.9. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is resolved so as to maintain the status quo.

## **5. Meeting procedures**

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- 5.1.1. Standing orders:
  - a. these standing orders shall be applicable to all general meetings and board meetings and, as far as appropriate, to meetings of subcommittees, and shall be construed subject to the rules of the association;
  - b. meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of;
  - c. in the event that a meeting lapses, all business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business;

- d. any member desiring to speak at general meetings or in the Committee of the Whole shall raise his or her hand and when called upon by the chair shall address the chair. If two or more members rise simultaneously, the chair shall call upon the member who first caught the eye of the chair;
- e. when the chair rises to speak any member standing shall sit down;
- f. except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes;
- g. a motion or amendment before the chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted;
- h. if required to do so by the chair, the proposer of any motion or amendment shall submit it in writing;
- i. subject to leave of the meeting, the mover may reword a motion or amendment before the chair;
- j. except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment;
- k. a member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently;
- l. when an amendment is before the chair, discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of;
- m. the chair shall, as far as practical, call on speakers for and against a motion or amendment alternatively, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall, subject, in the case of a motion, to the mover's right of reply, be put without further debate;
- n. any member may raise a point of order, which shall take precedence over all other business, and which shall be open to

discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order;

- o. any member disagreeing with the chair's ruling on a point of order may move dissent. The chair shall then vacate the chair and such motion shall be put forthwith without debate;
- p. subject to the provisions of the rules and bylaws of the association, on an equality of voting, the chair shall declare the question resolved so as to maintain the status quo;
- q. a member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "That the question be now put", which motion, if accepted by the chair, shall be put without amendment or debate. The chair shall have absolute discretion to accept or refuse the motion. The chair may also without returning a motion put the question if the chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only;
- r. a member may at any time move, "That the speaker be no longer heard" or, "That the speaker be heard for a further limited period only". Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor;
- s. during the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move: "That the question be not now put." This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put until all amendments have been disposed of;
- t. a member may move: "That the debate [or meeting] be now adjourned." Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations;
- u. a general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole;
- v. standing orders (5.1.1) may be suspended by a majority of those present. A motion to this effect shall be open to debate;

- w. no member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a clause in the association's rules or a standing order, except on a motion (of which due notice was given) to amend or repeal such rule or order;
- x. notwithstanding anything hereinbefore contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these standing orders which was not detected until after the decision had been made;
- y. any matters not dealt with in the above standing orders shall be governed by the customary procedure at meetings.

## **6. Finance**

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### **6.1. Fees**

- 6.1.1. As per rule 3.2. in the association's rules, the board shall be responsible for setting the membership fees for member bodies.
- 6.1.2. Fees shall be set in accordance with the association's annual budget and calculated to cover the association's operational costs and to maintain ongoing financial viability.
- 6.1.3. Fees are payable when, and in the way, the board decides.

### **6.2. Reimbursements**

- 6.2.1. Board members shall be entitled to claim reimbursement for out-of-pocket expenses incurred whilst acting in an official capacity on behalf of the association, with the exception of travel or fuel costs. Receipts must be supplied within one month of incurring expenses.
- 6.2.2. Reimbursement for travel or fuel costs for official duties may be determined by the board on a case-by-case basis.

### **6.3. Fundraising**

- 6.3.1. The board shall determine association fundraising activities from time to time.
- 6.3.2. Individual teams or subcommittees must seek approval from the board for any individual fundraising activities. Information as to how the activity will be organised, including risk management and safety measures must be provided to the board before approval can be given.

## **7. Membership**

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### **7.1. Membership renewal**

- 7.1.1. Membership is current until renewal by the member body is due (date set by SCA). Other than life members, member bodies who do not re-apply

for membership and pay the prescribed fee when due are considered to have resigned.

## **7.2. Life membership**

7.2.1. In accordance with the rules of the association, life members must be elected by the passing of a special resolution at a general meeting.

7.2.2. The membership fees of QSCA life members are paid annually to SCA by QSCA.

## **8. Member bodies**

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### **8.1. Eligibility requirements**

8.1.1. All member bodies must:

- a. be a current member of Queensland Sporting Clays Association Inc and adhere its objects, the constitution and these bylaws;
- b. abide by all decisions of the board and have association delegates present at all general meetings and conferences of the association;
- c. abide by their own periodically modernised constitutions;
- d. establish and maintain standing orders/range rules to an appropriate standard;
- e. provide sufficient facilities if hosting QSCA qualifying shoots or state titles as detailed in the latest revision of the Guidelines for Hosting a Queensland Sporting Clays Selection Series;
- f. comply with relevant SCA and FITASC competition rules;
- g. actively engage with QSCA by communicating and consulting with the organisation;
- h. provide suitable professional development opportunities for staff and volunteers;
- i. meet suitable risk management requirements, as determined by the board;
- j. comply with required licensing, permits and regulations legislated by Weapons Act 1990 and Weapons Regulation 2016 amongst other relevant legislation;
- k. comply with the Land, Explosives and Other Legislation Amendment Act 2019 which is making changes to the Explosives Act 1999 and Explosives Regulation 2017
- l. ensure firearm safety principles are followed
- m. meet relevant Workplace Health and Safety Guidelines with the Work Health and Safety Act and Regulations 2011 relevant to both employees, volunteers and visitors.

- n. Abide by all other relevant legislation and regulatory requirements not outlined above.

## **8.2. Reporting and administration**

### 8.2.1. All member bodies must:

- a. provide to QSCA, a copy of the minutes of their Annual General Meeting, including audited financials as soon as practicable after the meeting is held;
- b. maintain a current register of branch contact details, and contact details of board members. These details must be reported to QSCA after the AGM as soon as practicable. If these details change throughout the year – QSCA is to be notified as soon as practicable
- c. establish appropriate document control practices, to ensure records are securely maintained

## **8.3. Financial obligations**

### 8.3.1. All member bodies shall:

- a. establish and maintain operational budgets;
- b. maintain audited financials on an annual basis;
- c. report significant financial non-conformances to QSCA as soon as practicable;
- d. establish and maintain suitable asset registers; and
- e. maintain appropriate levels of insurance, consulting with insurance brokers as required.

## **9. Member protection**

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### **9.1. Member protection policies**

#### 9.1.1. The association applies member protection through a combination of these bylaws for:

- a. child protection;
- b. anti-harassment, discrimination and bullying;
- c. inclusive practices;
- d. electronic communication, social media and cyber bullying complaint handling; and
- e. disciplinary procedures.

#### 9.1.2. This policy applies to:

- a. persons appointed or elected to the QSCA board and sub-committee members;



- b. employees and volunteers of QSCA;
  - c. individual member of a member body (affiliated clubs);
  - d. coaches and assistant coaches;
  - e. QSCA managed team members;
  - f. officials and referees;
  - g. life members; and
  - h. member bodies (affiliated clubs and associated organisations).
- 9.1.3. This policy will continue to apply to a person even after he or she has stopped their association or employment with QSCA.
- 9.1.4. Individuals are expected to:
- a. make themselves aware of the contents of this policy;
  - b. comply with all relevant provisions of the policy, including any codes of conduct and the steps for making a complaint or reporting possible child abuse set out in this policy;
  - c. consent to the screening requirements set out in this policy, and any state/territory Working with Children Checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18 or where otherwise required by law;
  - d. place the safety and welfare of children above other considerations;
  - e. be accountable for their behaviour; and
  - f. comply with any decisions and/or disciplinary measures imposed under this policy.
- 9.1.5. Member bodies are expected to:
- a. adopt, implement and comply with this policy;
  - b. ensure that this policy is enforceable;
  - c. publish, distribute and promote this policy and the consequences of any breaches of the policy;
  - d. promote and model appropriate standards of behaviour at all times;
  - e. deal with any complaints made under this policy in an appropriate manner;
  - f. deal with any breaches of this policy in an appropriate manner;
  - g. recognise and enforce any penalty imposed under this policy;
  - h. ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;



- i. use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour (e.g. Member Protection Information Officers);
- j. monitor and review this policy at least annually.

## 9.2. Codes of Conduct

- 9.2.1. QSCA aims to develop the sport of sporting clays throughout Queensland for the safety and enjoyment of its participating members providing a sport and work environment free of harassment and discrimination.
- 9.2.2. QSCA aims to ensure the core values, good reputation and positive behaviours and attitudes of QSCA are maintained. QSCA believes that anyone who works for it, and everyone with whom it deals, has the right to be treated with respect and dignity. QSCA will not tolerate any type of behaviour, which will bring the sport of shooting into disrepute, and this policy is an essential part of QSCA's proactive and preventative approach to tackling inappropriate behaviour.
- 9.2.3. QSCA will take all complaints seriously, and will ensure they are dealt with promptly, sensitively and with confidentiality.
- 9.2.4. All participants must behave in accordance with the [SCA Code of Conduct](#).

## 9.3. Child protection

- 9.3.1. The QSCA is committed to the safety and wellbeing of all children and young people accessing our service, supports the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times.
- 9.3.2. QSCA also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants. QSCA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our sport.
- 9.3.3. A risk management strategy, which includes a review of existing child protection practices, will determine how child-safe and child-friendly the organisation is and what additional strategies are required to minimise and prevent risk of harm to children because of the action of an employee, volunteer or another person.
- 9.3.4. Member bodies are also expected to implement child safety risk management strategies.
- 9.3.5. [SCA Code of Conduct](#) sets out professional boundaries, ethical behaviour and unacceptable behaviour.
- 9.3.6. All reasonable steps will be taken to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

- 9.3.7. Volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child-safe environment.
- 9.3.8. The involvement and participation of children and young people will be promoted in developing and maintaining child-safe environments.
- 9.3.9. Volunteers and employees will be made aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.
- 9.3.10. In addition to any legal obligation, if any person feels another person or organisation bound by this bylaw is acting inappropriately towards a child or is breaching the [SCA Code of Conduct](#) they may make a complaint (see clause 9.6).
- 9.3.11. Members under the age of 17 must be supervised at all times by a responsible adult. A level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue will be provided. If a member finds a member under the age of 17 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.
- 9.3.12. Parents/guardians are responsible for transporting their children to and from association activities. Where arrangements are made for the transportation of children (e.g. for away or over night trips), a risk assessment will be conducted that includes ensuring vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).
- 9.3.13. Images of children can be used inappropriately or illegally. Wherever possible, members must obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.
- 9.3.14. The privacy of others is to be respected and the use of camera phones, videos and cameras inside changing areas, showers and toilets is disallowed.
- 9.3.15. If the association uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. Personal information such as residential address, email address or telephone numbers will not be displayed without gaining consent from the parent/guardian. Information about hobbies, likes/dislikes, school, etc. will not be displayed as this information can be used as grooming tools by paedophiles or other persons.
- 9.3.16. Only appropriate images of a child will be used, relevant to the sport and with children suitably clothed in a manner that promotes the sport, displays its successes, etc.

## **9.4. Anti-harassment, discrimination and bullying**

- 9.4.1. QSCA opposes all forms of harassment, discrimination and bullying. This includes:
- a. treating or proposing to treat someone less favourably because of a particular characteristic;
  - b. imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic;
  - c. or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers.
- 9.4.2. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.
- 9.4.3. QSCA takes all claims of harassment, discrimination, bullying and cyber bullying seriously and encourages anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the association.

## **9.5. Inclusive practices**

- 9.5.1. Our association is welcoming and we will seek to include members from all areas of our community.
- 9.5.2. Where possible we will include people with a disability in our teams and clubs and make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation. We recommend people with a disability or medical condition to consult with their medical advisers, to ensure that they make informed decisions about participation.
- 9.5.3. We will support and respect people from diverse cultures and religions to participate in our association and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).
- 9.5.4. All people, regardless of their sexuality, are welcome within our sport. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.
- 9.5.5. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

## **9.6. Complaint handling**

- 9.6.1. QSCA is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.
- 9.6.2. The association will endeavour to deal with complaints on a confidential basis.
- 9.6.3. QSCA will provide informal and formal procedures to deal with complaints. Individuals and member bodies can also make complaints to external organisations under anti-discrimination, child protection and other relevant laws.
- 9.6.4. Informal complaint handling approaches include:
- a. Step 1: Talk with the other person (if safe, reasonable and appropriate)
    - i If you feel confident and comfortable to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.
  - b. Step 2: Inform your club's management committee
    - i If the complaint involves people operating at club level, then in the first instance talk to one of your club executives, if:
      - step 1 (above) is not appropriate;
      - you are not sure how to handle the problem by yourself;
      - you want to talk confidentially with someone and find out what options are available to address your concern, or;
      - the concern continues after you approached the other person.
    - ii It is the responsibility of the club to ensure that:
      - they identify, prevent and address potential problems before they become formal grievances;
      - they are aware of and are committed to the principles of communicating and information sharing with their members and volunteers;
      - all decisions relating to organisational practices are made with consideration given for the individual as well as the organisation in general;
      - any grievance is handled in the most appropriate manner at the earliest opportunity;
      - all members and volunteers are treated fairly and without fear of intimidation.
  - c. Step 3: Inform the QSCA board

- i We encourage you to talk with one of QSCA board members if:
  - step 2 (above) is not appropriate;
  - the concern continues after you approached the club.
- ii QSCA will:
  - ask how you would like your concern to be resolved and if you need support;
  - seek to provide different options for you to address your concern;
  - act as a support person, if you wish;
  - refer you to an appropriate person (e.g. a mediator) to help you address your concern, if appropriate;
  - inform the relevant government authorities and/or police, if required by law to do so;
  - where possible and appropriate, maintain confidentiality.
- d. Step 4: Decide how to address your concern
  - i After talking with QSCA, you may decide:
    - there is no problem;
    - the problem is minor and you do not wish to take the matter forward;
    - to try and resolve the problem yourself, with or without a support person;
    - to resolve the problem with the help of someone impartial, such as a mediator; or
    - to forward the complaint to the national body, Sporting Clays Australia;
    - to resolve the matter through a formal process.

9.6.5. Formal approaches complaint handling approaches then include:

- a. Step 5: Making a formal complaint
  - i If it is not possible or appropriate to resolve your complaint through an informal process, you may:
    - make a formal complaint in writing to QSCA (see 12.1 or the QSCA website), or;
    - approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice and assistance.

- ii After receiving a formal complaint, and based on the material you provide, QSCA will decide whether:
  - the nature and seriousness of the complaint requires a formal resolution procedure;
  - to refer the complaint to mediation;
  - conduct a tribunal hearing with the Disciplinary Committee as per the process in the [SCA Code of Conduct](#);
  - to refer the matter to the national body, Sporting Clays Australia;
  - to refer the matter to the police or other appropriate authority; and/or
  - to implement any interim arrangements that will apply until the complaint process is completed.
- iii In situations where a complaint is referred to our national body, Sporting Clays Australia and an investigation is conducted, the association will:
  - co-operate fully;
  - ensure the complainant and respondent are not victimised;
  - where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
  - act on our national body's (Sporting Clays Australia) recommendations.

## 9.7. Disciplinary procedures

- 9.7.1. Disciplinary procedures are applied in line with the procedures outlined in the [SCA Code of Conduct](#).

## 10. General Policies

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### 10.1. Alcohol policy

- 10.1.1. QSCA has a clear expectation that all participants (including team members and officials) must present themselves to compete, train or represent the association unaffected by alcohol.
- 10.1.2. It is accepted that the sensible and moderate consumption of alcohol by persons of or over the age of 18 years can be an appropriate part of the social culture of participation in sport.
- 10.1.3. Members under 18 of age are strictly forbidden to consume alcohol.

- 10.1.4. Member bodies must comply to an appropriate alcohol policy in accordance with all Current Queensland Liquor Acts and regulations:
- a. determining the need for liquor licencing – such as a community club liquor licence;
  - b. displaying RSA related signage;
  - c. providing RSA training for employees and volunteers; and
  - d. adopting the Responsible Service of Alcohol conduct.
- 10.1.5. Any breach or suspected breach of this alcohol policy must be reported using the complaint procedure outlined in clause 9.6.
- 10.1.6. When a breach, or suspected breach, of this policy involves a member who is 18 years liase will include the relevant parent or guardian.

## **10.2. Drug policy**

- 10.2.1. The association is totally opposed to the use or supply of unlawful drugs (including performance enhancing drugs).
- 10.2.2. All participants (including team members and officials) must present themselves to compete, train or represent the association unaffected by unlawful drugs.
- 10.2.3. Member bodies are expected to enforce an appropriate drug policy in accordance with the Queensland criminal laws and the sport's anti-doping rules.
- 10.2.4. Any breach or suspected breach of this drug policy must be reported using the complaint procedure outlined in clause 9.6.
- 10.2.5. When a breach, or suspected breach, of this policy involves a member who is 18 years liase will include the relevant parent or guardian.

## **10.3. Fire, emergency and first aid**

- 10.3.1. Any event that QSCA holds will have suitable emergency response measures employed.
- 10.3.2. All member bodies are expected to maintain a suitable level of emergency preparedness.
- 10.3.3. As a minimum, member bodies:
- a. shall maintain suitable first aid equipment, defibrillator and fire extinguishers. First aid equipment will be maintained on a regular basis;
  - b. must provide suitably trained first aid officers, together with first aid facilities to administer first aid treatment when necessary; and
  - c. shall maintain and display a list of emergency contact details and physical location.
- 10.3.4. The association will meet first aid legislative requirements as a minimum standard.



10.3.5. QSCA supports emergency and first aid provision and will support member bodies to provide training to qualify members.

#### **10.4. Health and hygiene**

10.4.1. All member bodies shall provide facilities including toilets and hand washing.

10.4.2. Where temporary facilities need to be hired for QSCA events, an approach to QSCA can be made for funding in line with the hosting guidelines.

10.4.3. All member bodies shall establish and maintain so far as practicable, food hygiene standards (in accordance with Food Act 2006 and related legislation) to protect employees, volunteers and visitors who consume food/drink served at activities hosted by member bodies.

#### **10.5. Heat and hydration policy**

10.5.1. The association's board may stop, cancel or postpone training or competition if it is deemed by the board that the temperature is too high for participation in sporting activities.

10.5.2. It is recommended that all participants drink sufficient amounts of water (and/or hydrate solution) before, during and after exercise at any time to remain hydrated.

10.5.3. Member bodies are encouraged to make sure that water is available to participants.

#### **10.6. Incident and injury policy**

10.6.1. All incidents and injuries occurring at QSCA, or during events hosted by member bodies, must be reported on a paper based Incident Report Form (12.2) and then transferred to using SCA's electronic Incident Report Form.

#### **10.7. Security**

10.7.1. The use of security systems in the protection of people, information and assets from both internal or external threats is valued by QSCA.

10.7.2. Along with QSCA, all member bodies are expected to establish and maintain a suitable level of physical and electronic security.

#### **10.8. Smoking policy**

10.8.1. The association understands the harmful effects of smoking on health, fitness and performance in sport.

10.8.2. In Queensland, smoking is banned within 10 meter of viewing and playing areas at organised under 18 sporting events. The ban applies during competition and at training.

10.8.3. The association complies with the provisions of the Tobacco and Other Smoking Products Amendment Bill 2004, and as a results member bodies



are required to establish and maintain a designated smoking area and signage.

10.8.4. The board and staff are reminded of their responsibilities as role models and are encouraged to refrain from smoking whilst conducting association activities and/or use designated smoking areas.

10.8.5. Spectators and visitors are reminded that smoking is inappropriate behaviour in a recreational environment and to respect the association's Smoking Policy.

### **10.9. Sun safety policy**

10.9.1. The association promotes the use of measures to protect participants from the sun during training and competitions held through the day. The association encourages the use of high protection sunscreen whilst participating in sport during the day; however the responsibility of ensuring that each participant is adequately protected from the sun lies with each individual and/or, in the case of children, their parents or guardians.

10.9.2. All member bodies are encouraged to provide high protection sunscreen and sun shelters where possible.

### **10.10. Wet and adverse weather policy**

10.10.1. The association's board may stop, cancel or postpone training or competition if it is deemed by the board that playing facilities are unsafe for play due to wet and/or adverse weather.

10.10.2. Member bodies are encouraged to monitor weather forecasts and radars and evaluate potential impacts on planned events.

10.10.3. Member bodies are encouraged to monitor current fire bans and evaluate potential impacts on planned events.

### **10.11. Personal protection equipment**

10.11.1. The purpose of personal protective equipment (PPE) is to protect employees, volunteers and visitors from exposure to work place hazards and the risk of injury. PPE will be used in conjunction with other controls unless no other means of hazard control exist.

10.11.2. Personal protective equipment will be provided, used, and maintained when it has been determined that its use is required to ensure the safety and health of employees, volunteers and visitors and its use will lessen the likelihood of occupational injury and/or illness.

10.11.3. Member bodies are encouraged to provide personal protective equipment to employees, volunteers and visitors suitable for the tasks they are undertaking.

10.11.4. Hearing and suitable eye protection should be provided for people setting up for or participating in shooting events.

## 10.12 Ammunition

Member bodies must comply to enforce an appropriate ammunition policy in accordance with all current Queensland Explosives Acts.

## 11. Revisions

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Revision No.	Section	Revision Issued On (Date)	Revision Inserted On (Date)	Revision Inserted By (Name)	Comment

## 12. Appendices

### 12.1. Complaint handing form

#### Record of Formal Complaint Form

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Team Manager <input type="checkbox"/> Other <input type="checkbox"/> Committee Member .....	
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Committee Member .....	
Location/event of alleged incident		
Description of alleged incident		
Nature of complaint (category/basis/grounds)  Tick more than one box if necessary	<input type="checkbox"/> Harassment    or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other .....	

Methods (if any) of attempted informal resolution.	
Formal resolution procedures followed (outline)	
If investigated:	By who Finding
If heard by disciplinary committee:	Decision  Action recommended
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position: Signature: <span style="float: right;">Date / /</span>
Signed by:	Complainant:  Respondent:

**This record and any notes must be kept confidential and secure.** If the complaint is of a serious nature, or if it is taken to and/or dealt with at the state/national level, the original record must be provided to QSCA and a copy kept with the organisation where the complaint was first made.

## 12.2. Incident report form

### Work Injury/Incident Report

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To comply with workplace health and safety regulations and the organisation's workplace health and safety policies, a record of all injuries, work caused illnesses and dangerous events must be recorded WITHIN THREE DAYS of the incident.

#### Part A – Personal details

*(To be completed by person injured/involved in incident or their agent)*

Last name:	
First name:	
Position:	
Program area:	
Telephone no.:	
Date of birth:	

#### Part B – Incident details

*(To be completed by person injured/involved in incident or their support person)*

Date of incident:	
Time of incident:	am/pm
Date reported:	
Time reported:	am/pm
Location of incident:	
Description of incident:	

#### Nature of injury

Type of injury:	
Bodily location:	
Cause of injury:	
Signature of injured person: <i>(If available)</i>	Date:

#### Part C – Outcome of incident

*(To be completed by Board / Committee Member)*

Description of injury/illness:	
Description of first aid treatment given:	
First aid provided by:	
Further actions taken:	

#### Reported to:

Last name:	
First name:	
Position:	
Role undertaken:	

**Witnesses** (where appropriate)

<b>Witness 1</b>	Last name:	First name:
	Address:	Contact No.:
<b>Witness 2</b>	Last name:	First name:
	Address:	Contact No.:
<b>Part D – Incident investigation details</b> (To be completed by Board/Committee member)		
What were the key factors contributing to the incident?		
Outline action/s taken to prevent recurrence:		
What further action is recommended?		
Action completed: (please tick relevant box)                      Yes                      No		
Anticipated completion date:		
Person accountable for action recommendations:		
<b>Approval signature</b>		
<b>Board / Committee member</b>	Date:	
Signature:		