



Association of Heads of Independent Girls' Schools NSW Inc.

Code of Conduct

For Inter-School Sport

AHIGS Sporting Committee (IGSSA)

Updated January 2018



Risk Warning

(Under Section 5M of Civil Liability Act 2002)

On Behalf of AHIGS and participating AHIGS Member Schools listed below:

Abbotsleigh	Meriden School	Ravenswood
Ascham School	MLC School	Roseville College
Brigidine College	Monte Sant' Angelo	Santa Sabina College
Canberra Girls Grammar	Mount St Benedict	SCEGGS Darlinghurst
Danebank School	New England Girls School	Stella Maris College
Frensham	OLMC Parramatta	St Catherine's School
Kambala	PLC Armidale	St Patrick's College
Kincoppal-Rose Bay	PLC Sydney	St Vincent's College
Loreto Kirribilli	Pymble Ladies' College	Tangara School
Loreto Normanhurst	Queenwood	Tara
		Wenona

Sporting Activities 2018

The Association of Heads of Independent Girls' Schools NSW (AHIGS) and its members' schools organise many individual and team sporting activities during the course of a year. Students participating in these sporting activities take part in practice and in competitions.

AHIGS and its members' schools expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

AHIGS and its members' schools also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the IGSSA Code of Conduct and to set a good example for the girls.

While AHIGS and its members' schools take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events. Parents, spectators and officials could also be injured or suffer loss.

Such injury can occur while the student is engaging in or watching the sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

The AHIGS Sporting Committee (IGSSA) Code of Conduct is endorsed by members of the Association of Heads of Independent Girls' Schools, NSW.

Mrs Megan Krimmer
Abbotsleigh

Mr Andrew Powell
Ascham School

Mrs Jane Curran
Brigidine College, St Ives

Mrs Anne Coutts
Canberra Girls' Grammar School

Mrs Maryanne Davis
Danebank School

Ms Julie Gillick
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Mr Shane Hogan
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Ms Maureen Ryan
Kincoppal Rose Bay

Mrs Anna Dickinson
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Ms Barbara Watkins
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Ms Nicole Christensen
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Ms Maria Pearson
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Mrs Mary Anne Evans
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Mr Stephen Walsh
Our Lady of Mercy College, Parramatta

Mrs Nicola Taylor
PLC Armidale

Dr Paul Burgis
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Mrs Vicki Waters
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Ms Elizabeth Stone
Queenwood

Mrs Anne Johnstone
Ravenswood

Ms Deb Magill
Roseville College

Dr Maree Herrett
Santa Sabina College

Ms Jenny Allum
SCEGGS Darlinghurst

Mrs Elizabeth Carnegie
Stella Maris College

Dr Julie Townsend
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Mrs Sue Lennox
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Mrs Anne Fry
St Vincent's College

Dr Katrina George
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AHIGS Sporting Committee (IGSSA) Code of Conduct

1 Part 1: Governing Principles

- 1.1 Participation in inter-school sport is an important part of girls' education. It fosters social, emotional, personal and physical development.
- 1.2 Through participation in competitive sports, girls develop:
 - a) self respect and self discipline;
 - b) respect for others;
 - c) co-operation and teamwork;
 - d) responsibility and duty;
 - e) fairness and tolerance;
 - f) an appreciation of sport as part of a balanced lifestyle;
 - g) leadership.
- 1.3 Participating in inter-school sporting events is more important than winning them.
- 1.4 Inter-school sport should encourage collegiality and positive relations between members' schools and their students. It should never damage or endanger:
 - a) the reputation of any members' school;
 - b) the reputation of independent girls' schools generally;
 - c) the self esteem of participants.

2 Part 2: Application

- 2.1 The AHIGS Sporting Committee (IGSSA) Code of Conduct applies to anyone attending or participating in inter-school sport. This includes players, coaches, match officials, parents, spectators, staff and volunteers.
- 2.2 This Code of Conduct incorporates the AHIGS Discrimination, Harassment and Bullying Policy and the IGSSA Philosophy, copies of which can be found in Annexure A and B respectively.

3 Part 3: Code of Conduct for Players

- 3.1 Once you commit yourself to a sport for a season, honour that commitment wholeheartedly and try to get as much out of the experience as possible.
- 3.2 Treat your team members, opponents, officials and all other participants with respect and courtesy.
- 3.3 Arrive at the venue on time, in correct uniform with the correct equipment, ready to give your best effort.
- 3.4 Understand the rules of the game and make sure you observe them.
- 3.5 Never argue with a match official, judge or time-keeper.
- 3.6 If you are dissatisfied with any aspect of the game, follow the grievance procedure provided in Part 7 of this Code of Conduct.
- 3.7 Never discourage or disparage any other player and be prepared to applaud good play whether by your school's team or by your opponent.
- 3.8 Violent, abusive and / or offensive language and / or behaviour are not acceptable under any circumstances.

4 Part 4: Code of Conduct for Coaches

- 4.1 Be aware that the girls you are coaching are playing school sport and not grade-level sport. Every girl should be encouraged to benefit from the learning experiences available through sport and should be discouraged from focusing solely on winning.
- 4.2 Treat each girl as an individual. Encourage her strengths and work with her to address her weaknesses. Help her to set goals and reinforce her efforts to achieve them.
- 4.3 Set a good example to the girls by ensuring that your behaviour is at all times:
 - a) courteous and respectful;
 - b) positive and encouraging;
 - c) fair and in the best sporting spirit;
 - d) accepting of authority and the finality of the official's decision.
- 4.4 Should disputes arise, resolve them constructively and in accordance with the grievance procedure provided in Part 7 of this Code of Conduct. Insist that girls do the same.
- 4.5 Ensure that spectators observe the Code of Conduct and diffuse potentially difficult situations by reminding parents and spectators of their duties and responsibilities.

5 Part 5: Code of Conduct for Parents and Spectators

- 5.1 Encourage girls to give their best effort and applaud good play regardless of which team produces it.
- 5.2 Behave respectfully and courteously towards players, coaches, match officials and other spectators.
- 5.3 Never discourage or disparage any player.
- 5.4 Never criticise a match official. If you have a grievance, follow the grievance procedure outlined in Part 7 of this Code of Conduct.

6 Part 6: Code of Conduct for Match Officials

- 6.1 Treat all players, coaches, spectators and other participants with respect and courtesy.
- 6.2 Be punctual, dress appropriately and behave in a manner consistent with the responsibility and authority of your position.
- 6.3 Understand your duties and responsibilities and perform them diligently.
- 6.4 Be familiar with this Code of Conduct and ensure that its requirements are met.
- 6.5 Be open to communication and discussion but also firm in your decisions.
- 6.6 Be impartial and maintain integrity in your relationships with inter-school sports participants.

7 Part 7: Grievance Procedure

- 7.1 The umpire or referee has complete control of the game. In matters regarding play, the conduct of participants and the rules of the game, their decision is final.
- 7.2 With respect to other aspects of the game such as venue safety, the venue convener's decision is final.
- 7.3 If any participant wishes to bring a complaint or express a concern about any aspect of a game, they may do so by contacting the AHIGS Sports Office by 5pm on the following Monday. The initial contact may be verbal but this must be followed up in writing by 5pm Monday.

- 7.4 The AHIGS Sports Office will consult the relevant parties and the AHIGS Executive Officer and respond to the aggrieved individual within 48 hours of receiving the written complaint.
- 7.5 The decision of the AHIGS Sports Office will be final.
- 7.6 The AHIGS Sports Office may, when she or he thinks fit, report to a Principal anything occurring in the course of, or in relation to, an inter-school sporting event.

8 Part 8: Unacceptable Conduct

- 8.1 Failure to observe any aspect of this Code of Conduct or the AHIGS Discrimination, Harassment and Bullying Policy will constitute unacceptable conduct.
- 8.2 Additionally, the following behaviours will not be accepted at any inter-school sporting event:
- a) physically dangerous actions;
 - b) threatening or inciting violence;
 - c) violent behaviour of any kind or magnitude;
 - d) verbal or physical abuse or harassment;
 - e) offensive language or behaviour;
 - f) threatening language or behaviour;
 - g) derogatory remarks;
 - h) any behaviour that might reasonably be expected to damage the self esteem of another;
 - i) any behaviour that might reasonably be expected to damage the reputation of an individual, a member's school or independent girls' schools generally;
 - j) mistreatment or abuse of sporting equipment or venue;
 - k) any other behaviour which, in the opinion of the AHIGS Executive, threatens the integrity of inter-school sport.
- 8.3 All matters relating to unacceptable conduct will be handled by the match officials and / or member of a school's teaching staff present at the event.

9 Part 9: Consequences of Misconduct – Players and Coaches

- 9.1 The misconduct of players and coaches during an inter-school sporting event will be dealt with by the match officials or member of a school's teaching staff present.
- 9.2 The match officials have the power to:
- a) caution the player;
 - b) suspend the player;
 - c) send the player off;
 - d) stop play;
 - e) terminate the game.

The convener or a member of the school's teaching staff should consult with the match officials and advise them if they feel any of the mentioned actions need to be taken.

- 9.3 If a participant does anything during an inter-school sporting event which, in the opinion of the match officials, is so serious as to warrant the participant's suspension or dismissal, then whether or not the participant has earlier received any warning, the match official may suspend the participant from the event for up to five minutes or dismiss her from the event for the remainder of its duration.

Decision concerning dismissal of participant from the remainder of the event

- 9.4 The Principal of the school involved will be informed of this decision.
- 9.5 A recommendation for suspension from further games may be made by IGSSA to the student's Principal.
- 9.6 Only the match official may stop play. 'Stop play' may be called for the following reasons:
- a) dangerous play;
 - b) serious breaches of the rules of the sport;
 - c) behaviour that unfairly disadvantages the team's opponents;
 - d) behaviour that is contrary to the IGSSA Philosophy (Annexure B);
 - e) if an injured player cannot be safely removed from the playing field.

The match official may warn the player/s that if the activity complained of continues or recurs, the event may be terminated.

Replacement for participant suspended or sent off

- 9.7 Allowing a school to replace a player who has been suspended or sent off is at the discretion of the match official in accordance with the rules of the game. The match official may consult the AHIGS sports staff before making a decision, but is not obliged to do so.

Termination

- 9.8 If the activity against which the individual / team has been warned continues after the warning, the match official may terminate the event.

Recommendations concerning result of a terminated event

- 9.9 If an event has been terminated in the manner described in clause 9.2, the persons who officiated at the event may make recommendations to the AHIGS Sports Office concerning its outcome.

Decision concerning result of terminated event

- 9.10 The AHIGS Sports Office shall determine the result of a terminated event in consultation with the AHIGS Executive Officer.
- 9.11 The Principal of the schools involved will be informed of this decision.

10 Part 10: Consequences of Misconduct – Spectators

- 10.1 The misconduct of spectators during an inter-school sporting event will be dealt with, in the first instance, by the venue convener in consultation with the match officials.
- 10.2 The venue convener in consultation with the match officials have the power to:
- a) caution the spectator;
 - b) request that the spectator leave the event and venue;
 - c) terminate the event.

Cautioning the Spectator

- 10.3 If the venue convener in consultation with the match officials at the event considers that the behaviour of the spectator is likely to:
- a) interfere with the effective control of the event, or
 - b) endanger any participant at the event, or
 - c) diminish any participant's enjoyment of the event, or
 - d) damage the self esteem of an individual or team, or

- e) damage the reputation of a members' school, staff member or inter-school sport in general, or
- f) breach any aspect of this Code of Conduct,

then the venue convener in consultation with the match officials may caution the spectator to cease the offending behaviour.

Requiring spectator to leave the event and vicinity

10.4 If the spectator does not cease the offending behaviour about which they have been cautioned, the venue convener in consultation with the match officials may ask the spectator to leave the event and vicinity.

10.5 The Principal of the schools involved may be informed of this decision

Terminating the event

10.6 If the spectator fails to leave the event and vicinity, the venue convener in consultation with the match officials may terminate the event.

Recommendations concerning the result of terminated event

10.7 If an event has been terminated in the manner described in clause 10.5, the persons who officiated at the event may make recommendations to the AHIGS Sports Office concerning its outcome.

Decision concerning the result of terminated event

10.8 The AHIGS Sports Office shall determine the result of a terminated event in consultation with the AHIGS Executive Officer.

10.9 The Principal of the schools involved will be informed of this decision.

11 Part 11: Disciplinary Procedures for Misconduct

11.1 The disciplining of any girl for misconduct in the course of, or in relation to, an inter-school sporting event is a matter for her Principal.

11.2 A Principal may take such action against a member of the Principal's school community in respect of anything done or said in the course of or in relation to an inter-school sporting event as the Principal thinks fit.

11.3 General matters relating to discipline may be raised for discussion by members at AHIGS General Meetings.

12 Part 12: Further General Requirements

All persons participating in or attending inter-school sporting events (whether at a members' school or elsewhere) are asked to observe these requirements:

12.1 **Parking:** Please comply with the parking requirements and directions of the host school, event convener or venue owners, as the case may be.

12.2 **Spectator areas, seating, etc.:** Please comply with the requirements and directions of the host school, event convener or venue owners, as the case may be, concerning designated spectator areas and seating.

12.3 **Alcohol:** AHIGS discourages the consumption of alcohol at inter-school sporting events and reminds participants that consumption of alcohol by individuals under 18 years of age is illegal.

- 12.4 **Smoking:** AHIGS discourages smoking at inter-school sporting events and reminds participants that schools maintain a smoke-free environment.
- 12.5 **Dogs:** It should be noted that many school and public venues do not permit dogs on their premises. Parents are advised to check with the venue information on the IGSSA website before taking their dog to an event.
- 12.6 **Litter:** Please do not litter any inter-school sporting venue.
- 12.7 **Voluntary helpers:** Please treat all volunteers with courtesy. Remember that they have given their time to help girls enjoy their sport.
- 12.8 **Clipping nails:** Players in basketball, netball and water polo must keep their finger-nails clipped short. Water polo players must also keep their toe-nails clipped short.
- 12.9 **Watches and jewellery:** No watches or jewellery of any sort may be worn by girls participating in IGSSA sport. No taping will be permitted.
- 12.10 **Casts and splints:** A girl wearing a cast or splint because of an injury may not participate in basketball, hockey, netball, softball, football, touch or water polo. In cases of doubt, the AHIGS Sports Office should be consulted.
- 12.11 **Other people's property:** Players should not borrow other people's equipment without their permission.
- 12.12 **Water polo venues:** An entrance fee is payable when entering some water polo venues.

13 Part 13: Definitions

In this Code:

"AHIGS Sporting Committee (IGSSA)" means the sporting sub-committee of AHIGS;

"the Association" means the Association of Heads of Independent Girls' Schools of NSW Inc.;

"AHIGS Sports Office" means a staff member employed by AHIGS undertaking duties in regards to IGSSA such as the AHIGS Director of Sport, Sports Coordinator or Sports Administrator;

"Code of Conduct" means the AHIGS Sporting Committee (IGSSA) Code of Conduct;

"members' school" means a school whose Principal is a member of the Association

"between" means, depending on the context, between or amongst;

"inter-school" means a sporting event between two or more members' schools;

"match official" means the referee or umpire in charge of that match or in the case of tennis, the venue convener in the absence of an independent referee or umpire.

"offensive conduct" means any act or behaviour (other than uttering offensive language) which is insulting, hurtful, disgusting or harmful or which breaches commonly accepted standards of good taste, decency, propriety, courtesy and consideration for others;

"offensive language" means any utterance which is blasphemous, obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or which breaches commonly accepted standards of decent and proper speech;

"official" means a referee, umpire, judge, time-keeper or any person who plays any part in the conduct or direction of an inter-school sporting event;

"officiate" means to perform the functions of a referee, umpire, judge, time-keeper or other official;

“sporting event” means a sporting game, event or carnival;

“venue” means a school or other place where an inter-school sporting event takes place; and

“venue convener” means a person appointed by AHIGS or a member school who is responsible for the effective running of a sport or sports at a venue.

14 Annexure A: AHIGS Discrimination, Harassment and Bullying Policy

Updated December 2015

In our endeavour to provide an environment of caring and safety, where learning, personal growth and development of a positive self image are maximised, the AHIGS organisation expects all employees and contractors to treat each other and the people they come into contact with as representatives of AHIGS with respect and courtesy.

Discrimination, Harassment and Bullying Policy

AHIGS endeavours to provide a safe and caring environment for all members of the AHIGS community.

All AHIGS workers have the legal obligation not to discriminate against or harass for any unlawful reason, or bully for any reason any employee, contractor or other person they come into contact with while performing work for AHIGS.

The purpose of this policy is to make you aware of:

- what 'unlawful discrimination', 'unlawful harassment' and 'bullying' mean;
- your obligations in relation to unlawful discrimination, harassment and bullying;
- the procedures AHIGS has in place to deal with workplace complaints relating to discrimination, harassment and bullying; and
- who you can talk to at AHIGS if you wish to make a complaint.

This policy applies to all employees and contractors (**Workers**) and every member of the AHIGS community is required to support this policy.

Unlawful Discrimination

Unlawful discrimination means treating one person or group less favourably than another, or causing them disadvantage, in certain circumstances.

Australia has laws regarding discrimination at the Federal level such as the *Age Discrimination Act 2004* (Cth), *Disability Discrimination Act 1992* (Cth), *Racial Discrimination Act 1975* (Cth) and the *Sex Discrimination Act 1984* (Cth) and in each state or territory.

These laws make discrimination unlawful on a variety of grounds, including a person's:

- sex, pregnancy or breastfeeding;
- marital or relationship status;
- sexual orientation, transgender status, gender identity, intersex status;
- race, colour, descent, nationality, national origin, ethnicity, ethno-religious origin or social origin;
- religious belief or activity;
- political belief or activity;
- family responsibilities or responsibilities as a carer;
- disability or impairment;
- age;
- service in the voluntary defence forces; or
- others, depending on the state or territory in which you work.

Whether it is unlawful to discriminate against a person for one of these reasons will depend on the particular circumstances and the legislation which applies.

How can unlawful discrimination occur?

Discrimination can occur in the recruitment process, during the course of employment or upon termination of employment. Discrimination can also occur in the provision of goods and services. Staff should not discriminate against Workers or other persons you interact with in your role with AHIGS.

Discrimination can be direct or indirect.

Direct discrimination occurs where someone is treated less favourably because of their sex, age or race etc. An example of direct discrimination is when an employee misses out on an internal promotion because they are considered too old for the job.

Indirect discrimination occurs where everyone is treated on the same terms according to a rule, policy or directive but which has the effect of being less favourable to people of a particular sex, age, race, and which is not reasonable in all the circumstances. An example of indirect discrimination would be a security company that has height and weight requirements for its employees – this may exclude a large proportion of women - and this requirement is not reasonable.

There are exceptions from anti-discrimination law which may apply in some situations – for example, because of the inherent requirements of a particular job.

Bullying may also occur at the same time as unlawful discrimination and may also be a breach of work health and safety laws.

Unlawful Harassment

Unlawful harassment is a type of unlawful discrimination.

In general, unlawful harassment is any form of conduct or behaviour which affects a person that:

- is unwelcome (not wanted) or uninvited (not asked for); and
- is based on one of the unlawful grounds; and
- is behaviour that a reasonable person would have anticipated would humiliate, offend or intimidate the person exposed to the conduct.

In some cases a single action or incident can create unlawful harassment. In other cases there may need to be a persistent pattern of behaviour before unlawful harassment has occurred.

Harassment can take many forms including, but not limited to:

Physical:	Fighting, pushing, shoving, gestures, invasion, of personal space, touching or brushing against another.
Verbal:	Name calling, offensive language, unwelcome comments, intrusive questions about someone's private life, unwanted invitations, "nuisance" telephone calls, spreading malicious rumours, mimicking someone's accent or habits.
Visual:	Offensive gestures, notes, pictures, e-mails or graffiti.
Victimisation:	Stand-over tactics, extortion, damage to others' possessions, threats to "get" people, repeated exclusion.

Harassment might not be unlawful, if it is not based on one of the unlawful grounds, although it may amount to bullying and be a breach of work health and safety laws (see below). In any event, AHIGS expects its Workers to treat each other and other people with whom they come into contact as representatives of AHIGS with respect and courtesy.

What is unlawful sexual harassment?

Unlawful sexual harassment occurs where a person:

- makes an unwelcome sexual advance, or an unwelcome request for sexual favours, to another person; or
- engages in other unwelcome conduct of a sexual nature in relation to the other person,

in circumstances in which a reasonable person, having regard to all the circumstances, would have anticipated the possibility that the person harassed would be offended, humiliated or intimidated.

Unlawful sexual harassment includes, but is not limited to:

- pressure or demands for dates or sexual favours;
- unnecessary familiarity - for example, deliberately brushing against a person or constantly staring at a person;
- unwanted physical contact - for example, touching or fondling;
- sexual jokes or innuendo;
- offensive telephone calls;
- offensive sexual gestures;
- unwelcome comments or questions about a person's sex life;
- display or circulation of sexual material, including magazines, posters or pictures and email messages (including in electronic format);
- sending email or text messages which contain sexual content or tone; or
- sexual assault.

It is important to understand that some of these forms of sexual harassment are also criminal behaviour and may be treated as a criminal offence. These include:

- sexual assault;
- physically molesting a person;
- indecent exposure; and
- obscene phone calls or emails/letters.

What is bullying?

Workplace bullying is repeated, unreasonable behaviour directed toward a Worker, or group of Workers, that creates a risk to health and safety.

Unreasonable behaviour means behaviour that a reasonable person having considered the circumstances would see as unreasonable, including behaviour which is victimising, humiliating, intimidating or threatening.

A single incident of unreasonable behaviour is not considered to be workplace bullying.

Bullying in our workplace is unacceptable and will not be tolerated.

Bullying may also occur at the same time as unlawful discrimination or harassment.

The following types of behaviour, whether intentional or unintentional, may be considered to be workplace bullying if they are repeated, unreasonable and create a risk to health and safety:

- abusive, insulting or offensive language or comments;
- unjustified criticism or complaints;
- withholding information that is vital for effective work performance intentionally setting unreasonable timelines or constantly changing deadlines;
- intentionally setting tasks that are unreasonably below or above a person's skill level;
- denying access to information, supervision, consultation or resources to the detriment of the worker;
- changing work arrangements such as rosters and leave to deliberately inconvenience a particular Worker or Workers;
- deliberately excluding someone from work activities; and

- spreading misinformation or malicious rumours.

Other types of behaviour may also constitute bullying.

Bullying can be carried out in a variety of ways, including through email or text messaging, internet chat rooms, instant messaging or other social media channels. It can be directed at a single Worker or a group of Workers and be carried out by one or more person.

Reasonable management action carried out lawfully and in a reasonable manner is not bullying. For example, it is reasonable for AHIGS managers and supervisors to allocate work and to give feedback on a Worker's performance.

In addition, differences of opinion and disagreements are not considered workplace bullying.

People can have disagreements in the workplace without engaging in repeated, unreasonable behaviour that creates a risk to health and safety.

What Are Your Obligations?

Unlawful discrimination and harassment

All AHIGS Workers have the legal obligation not to discriminate against or harass for any unlawful reason any employee, contractor, supplier, client or customer.

You must always consider how your behaviour will be viewed by the person or people you are dealing with. You might unlawfully discriminate against or harass someone even if you do not mean to do or say anything offensive. It is not a legally acceptable defence to say that you did not mean or intend to discriminate against or humiliate, offend or intimidate somebody else.

It is sometimes difficult to know whether someone will find your behaviour acceptable. What is offensive to one person may not be offensive to another. You should be careful not to risk being misunderstood and, as a result, becoming the subject of a complaint.

You will be personally liable for your own actions if you engage in unlawful discrimination or unlawful harassment. An employer may be required to share liability for your actions because of the legal principle relating to vicarious liability, although generally not where the employer has made you aware of your own obligations.

Bullying

All AHIGS Workers have a statutory duty to take reasonable care that their acts do not adversely affect the health and safety of others, including other Workers. This means all Workers at AHIGS have the legal obligation not to bully any other person. Workers can be prosecuted for breach of this statutory duty and fines can be imposed (or in serious cases, a Worker could be imprisoned).

Victimisation

You must not victimise a person because they have made or propose to make a complaint about unlawful discrimination, unlawful harassment or bullying or because they have provided information in relation to a complaint. Victimisation means subjecting a person to a detriment, for example, ostracising an employee.

What can you do if you feel you are being unlawfully discriminated against, harassed or bullied in the workplace?

If you feel that you are being discriminated against, harassed or bullied in the workplace, then we encourage you to take action which may resolve the problem, such as:

- do not ignore circumstances where you feel you are being discriminated against, harassed or bullied, thinking it will go away. Ignoring the behaviour could be taken as tacit approval by the person engaging in the conduct;
- where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome or victimising, intimidating, humiliating or threatening. Maybe the alleged discriminator / harasser or bully is not aware that his/her behaviour is impacting you in this way and will stop once they are told. It may

be useful to speak with your manager in the first instance to seek guidance on how to do this; or

- raise the issue with the AHIGS President, **as soon as possible** after the incident(s) have occurred.

Early intervention can be an effective way of stopping the behaviour before it escalates.

If you feel that you are being victimised because you have made or propose to make a complaint of unlawful discrimination, harassment or bullying or because you have provided information in relation to a complaint you should raise the issue as soon as possible with the AHIGS President.

If your issue is about the AHIGS President then you should raise it with the AHIGS Executive Officer.

Although you may feel the need to tell a trusted friend or work colleague about the matter, you should be careful. Accusations of discrimination, harassment and bullying can harm the reputation of those involved and could lead to legal action for defamation. Do not allow rumours to spread.

Other helpful contacts

If you believe you are being discriminated against, harassed or bullied, someone has alleged you are discriminating against, harassing or bullying them or something else at work is distressing you, you may also seek counselling and assistance using the AHIGS's Employee Assistance Program. More information about this Program can be obtained by calling the AHIGS Executive Officer on 9888 9477.

There are also a number of external organisations that may be able to offer you assistance:

Lifeline	13 11 14
Beyond Blue	1300 224 636

Bullying complaints may also be referred to external bodies, such as the applicable State based work, health and safety regulator – although AHIGS encourages Workers to try to resolve complaints internally by using this Policy.

What will AHIGS do if you make a complaint under this Policy?

All complaints will be treated seriously and generally in accordance with this Policy. As each complaint will differ, AHIGS will determine the most appropriate method of dealing with the complaint. This may vary depending on the nature of the specific complaint and a number of other factors. For example, following receipt of a complaint, AHIGS may take the following steps:

- determine the best method of handling the complaint (which may include a number of possibilities including informal or facilitated discussions, mediation or an internal or external investigation);
- advise you of the likely steps that will be undertaken by AHIGS in relation to the complaint (including anticipated time frames);
- advise the person(s) who the complaint is about of the existence of the complaint, the nature of the complaint and seek their response;
- advise both you and the person(s) that the complaint is about of the confidentiality obligations in relation to the complaint;
- collect any additional information AHIGS considers necessary to properly review the complaint;
- advise both you and the person(s) that the complaint is about, of AHIGS's response to the complaint and, if appropriate, any proposed action to be taken;
- advise you and the person(s) that the complaint is about, who will be making the inquiries on behalf of AHIGS and who will determine the outcome of the inquiries; and

- in some cases, appointing an external party to make inquiries in relation to, or to investigate, the complaint.

As far as reasonably practicable, investigations of complaints will be conducted confidentially. Generally, AHIGS will only discuss the complaint with third parties when AHIGS determines that this is appropriate.

AHIGS will take whatever action it considers appropriate if there has been unlawful discrimination, harassment or bullying, including disciplining or dismissing offenders. If the alleged unlawful discrimination, harassment or bullying involves violence, for example, physical assault or the threat of physical assault, AHIGS may report the matter to the police.

You should also be aware that if the complaint is vexatious or if you lie about or exaggerate a complaint, or don't provide all facts relevant to the complaint at the outset, or don't co-operate with the process AHIGS adopts to address the complaint, AHIGS will view this as a very serious matter, and you may be disciplined or dismissed.

General

This policy summarises some of the rights and obligations which are created by the legislation. The policy is not intended to go beyond the legislation. This policy is not a term of any contract, including any contract of employment. This policy may be varied from time to time.

15 Annexure B: IGSSA Philosophy

Updated August 2014

- To encourage girls to develop an interest in physical activity, participation, teamwork and the setting of personal goals that will continue in the post school years.
- To provide an opportunity for every girl, regardless of her ability, to develop her physical potential through participation in graded sport.
- To provide a pathway, through CIS, to more elite levels for those girls who qualify.
- To assist girls to develop skills across a range of sports, to understand the rules of sport and to grow into positions of leadership within and beyond sport.
- To bring girls from member schools together so that they may be enriched by exposure to different regions and cultures and by developing connections which cross-school boundaries.
- To provide enjoyment, fun, relaxation and leisure as part of a balanced and fulfilled life.
- To help girls appreciate their own worth as individuals, the benefits of learning to work as a member of a team and to develop the self-discipline and responsibility required by team membership. Ultimately,
- To establish habits of healthy living, fair play, good sporting conduct, generosity in recognizing the talents of others, the gracious acceptance of defeat and respect for the ruling of the umpire.