

Martial Arts Industry Association Inc.
August 2004

MEMBER PROTECTION POLICY

POLICY STATEMENT

The Martial Arts Industry Association Inc (MAIA) member organisations and affiliated clubs, branches and states, is committed to the health, safety and well-being of all its members and is dedicated to providing a safe environment for participating in martial arts activities.

Abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, emotional abuse, inappropriate training, inappropriate touching, **Sexual abuse and neglect**. (National Association for the Prevention of Child Abuse and Neglect, 2000)

This Member Protection Policy conveys a message to all MAIA members, and prospective members, responsible for martial arts activities, particularly those involving members under 18 years of age, about minimising risk exposure of these members. All MAIA members, particularly age managers, coaches, officials, coaches, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members.

The abuse of youth members, by other members or external source, is not acceptable. MAIA encourages all incidents of such abuse, as described in this policy, to be reported immediately to the appropriate authorities. MAIA supports the designation of such authorities by the respective state, branch and club affiliates of MAIA in a protective procedure for handling inappropriate behaviour by an MAIA member or external influence.

The MAIA Equity Policy also should be referred to when addressing issues relating to harassment of a member by another member or outside source.

MAIA's National Executive (Board) continues its support of the development of specific procedures and processes for addressing member protection in each state, in accordance with MAIA Policies and the laws of that state.

Walt Missingham

President

KEY POLICY FEATURES:

MAIA Member Protection Policy Statement, MAIA Code of Conduct, Protective Measures for MAIA Coaches, Rights and Responsibilities, Procedures for Addressing Protection Breaches.

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MAIA CODE OF CONDUCT

MAIA endorses the following Code of Conduct for MAIA members, particularly those responsible for activities involving members under the age of 18, and/or similar statements as endorsed by MAIA state centres:

As an MAIA member, you should meet the following requirements concerning your conduct during any MAIA sanctioned activity.

- Respect the rights, dignity and worth of others.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Make a commitment to providing quality service.
- Be aware of, and maintain an uncompromising adherence to, MAIA standards, rules, regulations and policies.
- Operate within the rules of martial arts including national and international guidelines that govern MAIA.

The Martial Arts Industry Association Inc. expects all members, supporters, advisors and associates to MAIA to abide by a Code of Conduct which upholds the principles and values of the organisation and this Member Protection Policy. Members should recognise that at all times they have a responsibility to a duty of care to all MAIA members.

Specifically:

- Understand the possible consequences if you breach MAIA's Member Protection Policy or Code of Conduct.
- Immediately report any breaches of the MAIA Member Protection Policy or Code of Conduct to the appropriate authority.
- Refrain from any form of abuse towards others.
- Refrain from any form of harassment towards others.
- Provide a safe environment for the conduct of the activity in accordance with relevant MAIA policy.
- Show concern and caution towards others that may be sick or injured. a Be a positive role model.

An MAIA Team Manager/Instructor will:

- agree to abide by the code of conduct.
- be responsible for the overall welfare and well-being of team members and officials when travelling with a team.
- maintain a 'duty of care' towards team members and an accountability for the management of the team.
- have a sound knowledge of MAIA policies, responsibilities and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines.
- foster a collaborative approach to the management of the team.

An MAIA Coach or Official will:

- agree to abide by the code of conduct.
- be responsible for matters concerning the coaching, training and development of surf lifesavers.
- maintain a 'duty of care' towards others and an accountability for matters relating to training and competition.
- have a sound working knowledge of MAIA policies, rules and regulations and coaching techniques.
- ensure that any physical contact with others is;
 - i) appropriate to the situation
 - ii) necessary for the persons skill development
- provide a safe environment for training and competition.
- be a positive role model for surf lifesavers and MAIA.

An MAIA Administrator/Director/Officer will:

- agree to abide by the code of conduct.
- be fair, considerate and honest with others.
- operate within the rules of MAIA.
- be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards.
- resolve conflicts fairly and promptly through established procedures.
- maintain strict impartiality.
- maintain a safe environment for others.
- show concern and caution towards others.
- be a positive role model for others.

PROTECTIVE MEASURES FOR MAIA COACHES/OFFICIALS

MAIA coaches/officials are those members who undertake the delivery or supervision of martial arts activities in their capacity as team managers, coaches, officials, administrators, and like positions. These are responsible positions in the organisation and each coach/official must adopt these risk minimisation measures to protect themselves from misconceptions about their behaviour in performing their designated roles.

For the purposes of this policy, the word 'youth' refers to a member or person up until the age of 18 years.

Risk Minimisation Measures

Do not engage, or allow others to engage, in any of the following:

- abusive initiation ceremonies
- inappropriate undressing/ dressing in front of youths
- invading the privacy of youths while showering or toileting
- photographing youths while undressing/ dressing, showering or toileting
- sleeping in closed quarters with youths without a second adult representative, parent etc.
- aggressive, physically distressing or sexually provocative activities
- sexually suggestive comments about or to a youth
- inappropriate or intrusive touching of a youth
- joking, ridiculing, rejecting, isolating, or taking the 'mickey' out of a youth.

While many of the above points may not be legally actionable, they are against the principles and value of MAIA and guarded against in the Code of Conduct.

Coaches should maintain an open door policy when conducting briefings, meetings and assemblies of members. Invite all youths, parents, friends and other coaches to participate, particularly when performing interviews, transporting youth members and conducting excursions.

Male and female adults, coaches or parents must accompany youths when undertaking martial arts activities away from home and especially overnight.

Treat all members with respect and dignity. Be mindful of your language, tone of voice and body language. Address the problem not the person. Let youth members know that when they are difficult it is their behaviour that is 'not OK' and the youth 'is OK'.

Foster teamwork and group cohesion between coaches allowing for the ability to point out inappropriate attitudes and behaviour by members of the team. Do not tolerate abusive or inappropriate behaviour - deal with it immediately.

Encourage youth members - don't pressure them. Be mindful of each youth's individual capacities for martial arts activities and protect them from pressure to participate.

Respect youth member's privacy. Expect them to respect yours.

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Do not become involved in excessive attention seeking behaviour, physically or sexually, by a youth. Be mindful of the very needy youth and redirect their attention to martial arts activities.

Maintain your status as a ROLE MODEL to youths and other adults. Be friendly, courteous and kind. Don't abuse your position. Always set a good example in dress, behaviour, language etc.

Mixed teams of coaches supervising martial arts activities provides for a healthier environment for coaches and youths.

Remember - the inappropriate behaviour of one coach reflects on all of MAIA's coaches.

UNDERSTAND MAIA POLICIES on member protection and grievances, and respect them. For more information on risk management information in your state, contact your respective state centre office.

The Code of Practise for Martial Arts Instructors and Centres (Complaints Procedures) are an excellent resource for a basic understanding of how to deal with Complaints issues within the MAIA.

This list of risk minimisation strategies is not exhaustive but is designed to be a guide for MAIA coaches to uphold the values and principles of the Martial Arts Industry Association Inc.

CHECKLIST FOR MAIA COACHES WHERE ABUSE IS SUSPECTED

Use the following guidelines should you or any other member suspect abuse:

1 You have suspicion on reasonable grounds:

- When a youth tells you they have been abused.
- When someone else tells you a youth has been abused.
- A youth tells you they know someone who has been abused (often they are referring to themselves).
- You observe a youth member's behaviour and/or injuries etc, and your knowledge of youth members, leads you to suspect abuse.
- You observe a member's abuse of another member.

2 If you suspect a youth member has been abused follow these procedures:

- Ensure the youth is safe (if they are in your care).
- Maintain the safety of other youth members in accordance with MAIA Regulations and the Code of Conduct.
- Obtain and document the following information to provide to the state appointed MAIA representative designated as liaison on member protection issues:
- *the youth's name, age and address; your reason for suspecting abuse (ie. observation, injury, information); your assessment of danger posed to the youth including information pertaining to the alleged perpetrator; what arrangements, if any, exist for the immediate protection of the youth; what involvement, if any, other agencies have in dealing with the suspected member protection issues.*

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Make direct and confidential contact with the Administrator in your state martial arts office.

The Administrator in your state martial arts office is tasked with advising you on such issues as parental involvement, police involvement, medical treatment, MAIA's position, and the state authority's role. Remember, if in doubt, seek immediate advice.

In the event that you suspect abuse by someone who is not an MAIA member (eg. family member, club visitor) advise the state Administrator in your state MAIA office or National office to seek appropriate advice.

PROCEDURE FOR ADDRESSING SUSPECTED INAPPROPRIATE BEHAVIOUR

1. Ensure all members are aware of the MAIA Member Protection Policy, the Code of Practise for Martial Arts Instructors and Centres and MAIA Code of Conduct when joining a martial arts club.
- 2.
3. Any person suspected of breaching any of the MAIA Member Protection Policy and Code of Conduct is to be reported to the Administrator at your state martial arts office. All known facts and suspicions are to be confided in that officer.
4. Anonymous claims of abuse or breaches of the above Code and policies are to be taken seriously and immediately reported to the Administrator at your state martial arts office for investigation.
5. *If the issue involves suspected abuse then:*
 - I. The person reporting the suspected breach will advise the state Administrator immediately on being made suspicious and declare all available details.
 - II. The Administrator shall notify the relevant state protection authority and receive advice about the ensuing course of action for addressing the reported breach of MAIA's Member Protection Policy.
 - III. The Administrator will notify the suspected member in writing counter-signed by the state president delivered to the suspected member, when it will be advised that an inquiry will be instigated.
 - IV. The suspected member shall be afforded rights of natural justice during the course of the investigation where the state Administrator shall enact appropriate monitoring and modification of the suspected member's activities in martial arts.
 - V. The suspected member will be given the opportunity to respond to the complaint. This should be carried out at a meeting where two members, appointed by the state Administrator, will carry out an interview.
 - VI. The parents/guardians of any member identified as a suspected victim of abuse will be encouraged to contact the state Administrator for advice on professional support services.

OPTIONS FOR ACTION IN EACH STATE

Individual state centres are committed to investigating means for implementing member protection specific to their state operations. The tools for implementing member protection vary according to state legislation and guidelines set by government agencies and protection authorities. An example of a member protection vehicle is police screening of MAIA coaches as part of recruitment for a variety of martial arts roles.

The following guidelines may be used as a measure by MAIA state centres for addressing member protection issues:

- Report the matter to the relevant state department of welfare services, children's services or child protection.
- Report the matter to the police and preferably, the child protection units, as appropriate in your state.
- The suspected victim and other family members shall be asked to approach their local GP to obtain a referral to professional support services and medical specialists.
- The GP can contact the state Administrator for advice of the name of an appropriate specialist known to MAIA.
- Raise the suspension and/or cancel the perpetrator's membership. Inform all other states and Surf Life Saving Australia of such action to guard against future application for membership.
- Check periodically to ensure the former member is having no further contact with members of MAIA.
- Periodically follow up on the victim's progress after initial counselling and that they have access to available care.

ACTION ON ABUSE REPORTED DIRECTLY TO MAIA

In the event that suspected abuse of an MAIA member is reported in the first instance to MAIA then the following actions are to occur:

The MAIA Grievance Officer/ Harassment Contact Officer is to conduct a preliminary investigation and report confidentially to the MAIA ADMINISTRATOR as to whether abuse is suspected.

If abuse is suspected the MAIA ADMINISTRATOR will report the matter immediately and confidentially to the respective state centre responsible for investigating the matter in accordance with this policy and procedures.

MAIA RIGHTS AND RESPONSIBILITIES MATRIX

	RIGHTS	RESPONSIBILITIES
YOUTH	<p>Youth Members have the right to:</p> <ul style="list-style-type: none"> - to be safe; to be listened to; to be respected; to privacy; - to take calculated risks in a protective environment; - to an inclusive environment; to be referred to professional help if needed; - to be protected from abuse by other members or outside sources. 	<p>Youth members are responsible for:</p> <ul style="list-style-type: none"> - showing respect to other youth members and MAIA coaches; - keeping themselves safe; - accurately reporting inappropriate behaviour or risky situations for youth members
MAIA COACHES	<p>MAIA coaches have the right to:</p> <ul style="list-style-type: none"> - access to ongoing training and information on all aspects of leading/managing martial arts activities for youths, particularly member protection; - support in the reporting of suspected abuse; access to professional support services; - fair and equitable treatment by MAIA according to MAIA Regulations and Policies; - be protected from abuse by youths, other adult members and parents. 	<p>MAIA coaches are responsible for:</p> <ul style="list-style-type: none"> - fostering team work to ensure the safety of youth members in their care; - using appropriate team management behaviour; - responding to youth members' statements concerns about alleged abuse; - ensuring the rights and responsibilities of youth members are enforced; - reporting suspected abuse to the appropriate MAIA authority; - not abusing members physically, emotionally or sexually; - maintaining confidentiality about sensitive information as designated by the appropriate MAIA authority.
MAIA	<p>MAIA has the right to:</p> <ul style="list-style-type: none"> - expect all coaches to comply with its Code of Conduct; - expect all youth members to maintain standards of reasonable behaviour; - take appropriate action if members breach the Code of Conduct or an MAIA Policy. - expect all members to undertake appropriate training when advised to; - that coaches will not abuse members physically, emotionally or sexually; - take appropriate action in the event of accusations; - acquire police checks relating to convictions in relevant areas. 	<p>MAIA is responsible for:</p> <ul style="list-style-type: none"> - providing a safe environment for members; - providing ongoing training and information for MAIA coaches; - wide promotion this policy and procedures; - designating a contact in each state for liaison relating to member protection issues; - facilitating open discussion on member protection issues; - insisting states provide support to members who report accusations of abuse; - providing appropriate referrals for members reporting accusations of abuse; - treating suspected abuse information confidentially; taking appropriate action if members breach standards of reasonable behaviour or MAIA policies and Regulations.

