



Preventing Harassment and Bullying Policy

Overview

Summary

Policy Working Group

Email/Contact info

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Document Information

Document	Preventing Harassment and Bullying Policy		
Author	Policy Committee	Approved Date	15 April 2024
Version	1.0	Status	FINAL
Policy Owner	Executive Committee		

Policy

This policy aims to:

- Support an environment where all people are treated with dignity, respect and courtesy, free from bullying and harassment.
- Provide a process to deal with bullying and harassment by or towards those involved.

Application

This policy applies to anyone involved at Petone FC and its community during the normal operations of the club. This includes volunteers, participants, supporters, club members, employees, service providers and families/whānau of players. For the purposes of this policy, they will be referred to as members.

Anyone involved in the normal operations of the club can raise a concern about bullying towards them or another person. We encourage people to speak up for themselves and for other people. If you see it, call it out.

Where a complaint involves actions affecting children or vulnerable adults, this policy should be read in conjunction with the Working with Children and Vulnerable Adults Policy, and Complaints Policy.

Any action or complaint relating to a game or tournament run under the Capital Football and New Zealand Football regulations is subject to those regulations and the associated complaints policy and process of that organisation.

Definitions

In this policy:

Complaint means any written or verbal statement or question alleging a grievance involving conduct, process or implementation of products or services (and behaviour) by any of the club's members, Executive Committee or staff.

Club member means a person(s) as defined in the Petone FC Club Constitution, excluding an elected officer or co-opted officer, or a person(s) appointed by the Executive Committee. This includes all registered junior and senior players within the given year, including pre and post season, including skill centres and holiday programmes.

Executive Committee – the group of club officials elected at the Annual General Meeting of the Club

Staff or Staff member means a co-opted officer, an elected official – other than the Executive Committee (i.e. junior, women's, advisory groups), positions appointed by the Executive Committee (including employee or contractor undertaking duties or holding a position of responsibility within the club) as outlined by the Club's Constitution.

Bullying

What is bullying?

Bullying is repeated, unreasonable behaviour directed towards a person or a group of people that can have a significant impact on them. It may create a risk to their physical and/or mental health and safety. The person or people acting in this way may not intend to cause harm or may not see their behaviour as bullying. The focus should be on stopping behaviour that is unreasonable and makes people feel bullied.

Repeated behaviour can involve a range of actions over time. Some of those actions might be small and by themselves might not seem serious. Taken together over time, however, they can add up and undermine a person's self-confidence or make them feel unsafe. A single incident of unreasonable behaviour is not considered bullying, but it could escalate and should not be ignored.

Unreasonable behaviour means actions or behaviour that is not justified in the circumstances.

The following are examples of some of the behaviours that may be bullying in the context of activity/sport:

- constant blaming for mistakes, whether real or not
- unreasonable demands or orders
- punishment that is out of proportion, unfair or dangerous
- shouting and yelling where it is not necessary to be heard, or angry
- constant criticism or nit-picking
- 'rules' made up or enforced differently for different people
- name-calling, insults, swearing, sarcasm
- threats of violence or other inappropriate behaviour
- ignoring accomplishments
- taking credit for others' achievement
- isolating, excluding from coaching, events, messages
- physical violence, rough touching that is not justified in the course of a contact sport
- spreading gossip or rumours, including on social media
- frequent teasing or horseplay that goes too far and causes a person distress
- sending intimidating or abusive emails or text messages, including via social media
- withholding information, assistance or equipment that a person needs to perform
- overloading a person with work/training and/or setting unrealistic deadlines
- using unreasonable training or repetitions as a punishment.

Harassment

What is harassment?

Harassment refers to any behaviour which annoys, threatens, alarms, or instils fear in a person on account of a protected characteristic such as their sex/gender, race, religion, age or disability. It can be sexual harassment, racial harassment, religious harassment, disability harassment, and age harassment.

What isn't bullying or harassment?

Occasional differences of opinions, conflicts and problems in relationships are part of life and do not necessarily represent bullying or harassment. Fair management, coaching, managing under-

performance, or other legitimate actions in line with Petone FC policies and procedures are not harassment or bullying.

These are some examples that are usually not seen as harassment or bullying:

- One-off or occasional instances of forgetfulness, rudeness or tactlessness
- Friendly, occasional banter, light-hearted exchanges, non-sexual mutually acceptable jokes and compliments
- Issuing reasonable instructions, in a reasonable way, and expecting them to be carried out
- Warning or disciplining someone in line with Petone FC policies
- Insisting on high standards or performance, legitimate criticisms about activity/sporting or work performance (not expressed in a hostile, harassing manner)
- Giving honest feedback and requiring justified performance improvement
- Expressing opinions that are different from others
- Free and frank discussion about issues or concerns in Petone FC, without personal insults
- Targeted affirmative action policies or reasonable accommodation and provision of work aids for disabled people
- A single incident of low-level unreasonable behaviour.

If behaviour is not repeated or unreasonable and so might not be bullying, but it causes a person in the activity/sport distress, there is still a problem to be discussed in a calm way, to stop it becoming a more serious problem. The behaviour might be affecting one person, but it could also be affecting many others, directly or indirectly.

Making a complaint

Petone FC encourages anyone with a complaint or concern to first approach the individual involved in an effort to resolve the issue informally.

For serious issues, or if it is too difficult to inform the person, or if the unacceptable behaviour continues, the member should report the complaint to a team manager and/or club committee member (i.e. Junior Chair or Club Chair).

If the complaint is of a serious nature or informal resolution is not deemed appropriate or has failed then a formal resolution may be required.

If the allegation is of a sexual nature, involving a minor, the New Zealand Police must be notified immediately.

Anyone wanting to make a formal complaint about behaviour they are experiencing, or they see happening to anyone else should follow the complaints procedure outlined in the Complaints Policy.

People can also make a complaint about sexual or racial harassment to the Human Rights Commissioner. If behaviour is sexual or indecent assault, violent, threatening or cyberbullying, people can complain to the New Zealand Police.

Anyone in a position of authority in Petone FC who receives a complaint or becomes aware of a serious issue of bullying or harassment needs to take steps to support the people involved, ensure everyone is safe and make sure the issue is addressed confidentially and by the appropriate club representative.

Any action or complaint relating to a game or tournament run under the Capital Football and New Zealand Football regulations is subject to those regulations and the associated complaints policy and process.

Effective date

This policy supersedes all previous policies dated prior to the effective date of this policy.

This policy is effective from 1 May 2024.

Policy approval

This policy was approved by the Executive Committee of Petone FC with effect from 1 May 2024.

Signed:

Matt Bliss
Chairman

Related Documents	
Policy	NZF Safeguarding Children and Vulnerable Adults Policy NZF Code of Conduct Petone FC Code of Conduct Petone FC Privacy Policy Petone FC Complaints Policy Petone FC Health & Safety Policy
Legislation	Children’s Act 2014 Privacy Act 2020
Forms and Templates	Formal Complaints Form

Revision History

Version	Date	Summary/Description	Author
0.1	April 2023	First draft of policy for review	Policy Working Group
0.2	Nov 2023	Second draft	Policy Working Group
1.0	April 2024	Final draft submitted to Exec Committee for approval and publishing	Policy Working Group