



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Harassment-Free Sport

Purpose

The New Zealand Pony Club's Association is committed to providing a harassment-free environment where all people involved in Pony Club are treated with respect and dignity and can contribute and participate to their full potential.

Scope

This policy covers all Riding members, administrators and officials, coaches/instructors, anyone who is employed by or represents Pony Club, whether paid or unpaid.

Applicable to

This policy is applicable to all Pony Club members throughout New Zealand

Harassment is

Any unwelcome comment, conduct or gesture directed toward an individual or group of individuals which is insulting, intimidating, humiliating, malicious, degrading or offensive to the person/group who receives it and is repeated or of a significant nature.

Harassment is not

Appropriate compliments, behaviour based on mutual attention, friendly banter, or sexual interaction, which is mutually acceptable.

Harassment may be focused on an individual's or group's race, colour, gender, religion, physical characteristics, sexual orientation, disability or any other distinguishing characteristics.

If you believe you have been harassed or accused of harassment

- You have rights that need to be protected.
- You have contact people who can advise you of your options and their advantages and disadvantages.
- You are entitled to enlist the support of a person of your choice.

Procedures for dealing with harassment

1. Self help

- Letting the offender know that the harassing behaviour is unacceptable and must stop, which may resolve the matter quickly and in a low-key manner.
 - Telling the person directly and asking them to stop.
 - Written communication on a 'private and confidential' basis to the person, identifying the behaviour and asking them to stop.
 - Taking a support person/friend to tell the person to stop.

2. Informal

- Getting someone to help resolve the situation -someone within the level i.e. Branch, Club, Area, or National - such as an administrator or coach. They will need to talk to the individual about what happened and what is required to fix the situation. They will then talk about the complaint to the person identified. If there is agreement on what happened and what will fix the situation, then the issue can be resolved confidentially between the immediate parties. *(The contact person may seek advice from their local Regional Sports Trust).*

3. Formal

- This involves writing a formal complaint at the appropriate level, i.e. Branch, Club, Area, or National, whereby the complaint will be forwarded to a support organisation such as:
 - Victim Support
 - Regional Sports Trust
- The complaint will outline:

- Who the complaint is about.
- What happened (including time, date, place, what was said/done, how often it had been said/done).
- How it was responded to.
- What impact the behaviour has had.
- Whether anyone else witnessed the behaviour.
- What is the desired outcome of the complaint.
- Requesting confidentiality/approval before any action by the organisation.

4. Human Rights Commission

If someone employed by the NZPCA, Areas, Clubs, or Branches, either as a paid or unpaid employee, is harassing an individual, then the complaint can be taken to the Human Rights Commission.

5. Police

Complaints of a criminal nature should be reported to the police, with the consent of the individual offended against.

Implementing the Policy and Procedures

Harassment complaints should:

- Be documented.
- Allow for informal and formal options.
- Be referred to a support organisation such as Victim Support or a Regional Sports Trust.
- Be handled promptly, seriously, sensitively and confidentially.
- Be consistent with existing policy and procedures.
- Allow for an appeal.
- Have access to disciplinary measures if necessary.

Procedure Process

- Branches, Club's, Area's, and NZPCA adopting the Policy on Harassment Free-Sport
- Documentation.
- Seeking advice from a Regional Sports Trust or Victim Support.
- Determining the most appropriate method of investigating the complaint.
- The rights of the respondent.
- Decision making.
- Possible disciplinary sanctions.

Attachments: Nil

References: SPARC
NZPCA Rule Books
NZPCA Fairplay Charter

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