



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy on Harassment-Free Sport

Purpose

The New Zealand Pony Clubs Association Inc. 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 in an environment that provides them with a high degree of safety and protects them from physical, emotional, social and cultural harm.

The Policy Covers

Riding members, administrators, officials, coaches, parents/caregivers or anyone who is employed by or represents Pony Club, whether paid or unpaid, this includes anybody participating at rallies, shows, competitions, certificate sittings or anything that is organised for or on behalf of any pony club entity.

Responsibility

It is the collective responsibility of all coaches, officers and parents at Branches, Clubs and Areas to ensure that the pony club environment is safe and harassment free. All personnel have the responsibility to report any concerns regarding member safety and possible harassment while at any pony club activity. See procedures below.

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 that receives it and is repeated or of a significant nature.
- Any physical contact towards an individual which is unwelcome and / or offensive to the person that receives it.
- Any verbal banter or interaction on a sexual nature to a minor.
- Any verbal banter or interaction on a sexual nature to any individual where it is not acceptable to that individual.
- 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.

Harassment is not

- Appropriate compliments.
- Behaviour based on mutual attraction.
- Constructive coaching and feedback.

Ways to Prevent Yourself Being Accused of Harassment

- Act in an appropriate way at all times.
- Be mindful of being in another persons personal space.
- Be empathetic to another persons race, religion, disability, levels of learning.
- Do not offer a ride home to a rider without the consent of the parent.
- Ensure all billets are checked out thoroughly and a contact phone number is given to any member who is staying at a billet.
- Do not put yourself in a position that you are alone with a member of the opposite sex.
- When taking teams away, ensure there are an appropriate number of supervising adults (at least one other adult/parent than oneself).

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 by -
 - 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, and 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:

- In the first instance be treated in confidence.
- 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, and sensitively.
- Be consistent with existing policy and procedures.
- Allow for an appeal.
- Have access to disciplinary measures if necessary.

Procedure Process

- Document complaint.
- Seek advice from a Regional Sports Trust or Victim Support if necessary.
- Determine the most appropriate method of investigating the complaint.

- Consider the rights of the respondent.
- Make decisions.
- Consider possible disciplinary sanctions.

Attachments: Nil

References: SPARC Website – www.sparc.co.nz

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Original Issue Date: November 2000

Date Last Reviewed: February 2010

Next Review Date: October 2015

Reviewed by: Review Committee

Approved by: NZPCA Committee of Management

Document Number: PP4.08

Please refer to <http://www.nzpca.org/resources>
for any updates or new developments.