

Equal Opportunity

Adopted July 18, 2000

Equal Opportunity Statement

Sailability NSW is committed to providing participation opportunities in all aspects of the sport of sailing. No person shall be discriminated against in any activity of Sailability NSW and its branches because of:

1. Gender
2. Disability – Physical, Sensory, Mental, Intellectual, Emotional
3. Health
4. Age
5. Religion
6. Race
7. Socio-Economic Status

Sailability NSW's commitment to equal opportunity covers all aspects of our organisation, including:

- Participation, Training and Competition (all levels)
- Coaching
- Officials
- Administration
- Volunteers

Definitions

Equal Opportunity means that people are treated as individuals and provided with access to opportunity on the basis of their skills, talents and qualifications are not disadvantaged nor denied access on the grounds of for example their sex, ethnicity or disability. It is accepted that in order for opportunities provided to be equal, in many instances the implementation of Special Measures to make up for the effects of past disadvantage is required. Such special measures are in fact exemptions built into Equal Opportunity and Sex Discrimination legislation.

Equity is the process of allocating resources and entitlements, including power, fairly and without discrimination and also redressing any identified undesirable or inequitable balance by taking special measures.

Gender Equity is the process of allocating resources and entitlements, including power, fairly to both males and females and without any discrimination on the basis of sex but while also redressing any identified undesirable or inequitable balance in the benefits available to males and females.

Discrimination is the denial of opportunity resulting from the application of assumptions that a particular characteristic, like sex, defines behaviour and other attributes.

1.1 Gender Equity Policy

Objectives

- a. Establish and maintain equality of opportunity in accessing sailor, coach, official, volunteer and administration programmes.
- b. Identify areas of inequality and establish strategies to redress the imbalance of female participation.

Strategies

- a. Establish policies and programmes to redress the imbalance.
To include:
 - general participation
 - all levels of competition from grass roots to elite
 - all levels of volunteer, officials, administration and coaching participation
- b. Communicate to all members of Sailability our commitment to gender equity.
- c. Assignment of appropriate people to the gender equity implementation process.

Action, implementation & procedures

See Pages 3 & 4

Evaluation

1. Appoint an evaluation officer for each Sailability branch.
2. Provide advice and support tools for evaluation officers in compliance with Sailability NSW's policy.
3. Evaluation Officers are responsible for providing annual reports on set policies.

The Sailability NSW Evaluation Co-ordinator should possess a knowledge of equity issues, good communication skills, and understanding of the needs of women within the sport, management and co-ordination skills plus an ability to assess and evaluate individual talents and skills.

Guidelines for Evaluation.

- | | |
|------------------------|--|
| 1. Evaluation Officers | 2. Participants |
| - Questions – | - Survey - |
| Yes/No/Not Applicable | Yes/No/Not Applicable |
| Comments | Invite comments on any barriers experienced. |

	Action & Implementation	Procedures
Participation	<ol style="list-style-type: none"> 1. Encourage equal opportunities in all levels of participation. 2. Develop programmes that cater to the different needs of females. 	<ol style="list-style-type: none"> 1. Until 50% female participation is achieved, increase female participation by 10% per annum. 2. Provide adequate facilities for female sailors both on water and on shore. 3. Examine recruitment procedures to ensure they provide equal opportunities.
Competition	<ol style="list-style-type: none"> 1. To encourage and support sailors in all levels of competition. 	<ol style="list-style-type: none"> 1. Provide adequate facilities both on water and on shore for female sailors. 2. Support women to gain confidence in their ability. 3. Until 50% female participation is achieved, increase female participation by 10% per annum. 4. Initiate a mentoring programme for women competitors. 5. Encourage and support females to conduct their own competitions and training classes. 6. Experiment with lengths of races to suit women's needs. 7. Provide equipment to accommodate women's capabilities and needs.
Training	<ol style="list-style-type: none"> 1. Facilitate and provide guidelines for training of sailors from grass roots to elite. 2. Provide appropriate training to volunteers in all Sailability activities. 3. Provide approved training to coaches at all level of Sailability activities. 4. Ensure appropriate females are encouraged to participate in training courses. 5. Provide education and unique skills for evaluation officers. 	<ol style="list-style-type: none"> 1. Acknowledge and provide adequate facilities both on water and on shore for female sailors. 2. Support women to gain confidence in their ability. 3. Encourage and support females to conduct their own competitions and training classes, experimenting with lengths of races to suit women's needs. 4. Adjust the training format to meet the sailor's needs. 6. Provide equipment to accommodate women's capabilities and needs.
Volunteers	Encourage equal opportunities in all levels of volunteer activity.	<ol style="list-style-type: none"> 1. Ensure all volunteers are aware of and follow guidelines set down in the Sailability Volunteer Co-ordinators Manual. 2. Increase awareness of volunteers on female issues. 3. Provide a mentoring programme for women volunteers. 4. Examine recruitment procedures to ensure they provide equal opportunities, are accessible and are non discriminatory.

Officials	Encourage equal opportunities in all aspects relating to officials' duties.	<ol style="list-style-type: none"> 1. Increase awareness on female issues. 2. Examine recruitment procedures to ensure they provide equal opportunities, are accessible and are non discriminatory. 3. Encourage and actively target women to take on officiating roles.
Coaches	Encourage equal opportunities for coaches at all levels.	<ol style="list-style-type: none"> 1. Provide a mentoring programme for women coaches 2. Examine recruitment procedures to ensure they provide equal opportunities, are accessible and are non-discriminatory.
Administration	Encourage equal opportunities in all levels of the administration of Sailability NSW.	<ol style="list-style-type: none"> 1. Increase awareness on female issues. 2. Examine recruitment procedures to ensure they provide equal opportunities, are accessible and are non discriminatory. 3. Encourage and actively target women to take on administration roles.

1.2 Sexual Harassment Policy

1. Sailability NSW is committed to providing a sport and work environment free of sexual harassment, where individuals are treated with respect and dignity. Sailability NSW will not tolerate sexual harassment behaviour under any circumstances and will take disciplinary action against anyone who breaches the policy.
2. This policy applies to all employees, directors, officers, volunteers, coaches, sailors, officials, professional personnel and members of Sailability NSW.
3. This policy applies to behaviour occurring both within and outside the course of Sailability NSW business, activities and events, when the behaviour involves individuals associated with Sailability NSW and negatively affects relationships within the organisation's sport and work environment.

Definition

4. Sexual harassment is defined as behaviour that has a sexual element, that is **unwelcome** and, in the circumstances, a reasonable person would have expected the behaviour would offend, intimidate or humiliate the person to whom it is directed.
5. Behaviour constituting sexual harassment can take many different forms, including unwelcome physical contact, the display of offensive materials, or sexual comments, jokes and propositions. The behaviour may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal and it may include promises or threats in return for sexual favours. Although the intent may vary, if it is unwelcome and the effect is to offend, humiliate or intimidate, the behaviour should stop.

Responsibilities

6. Sailability NSW is responsible for taking all reasonable steps to prevent sexual harassment and ensuring its position is widely known through all levels of the organisation's activities.
7. Sailability NSW will ensure that appropriate procedures are identified to handle sexual harassment complaints.
8. All members, employees, professionals and other persons associated with Sailability NSW are responsible for complying with this policy.

Disciplinary action

9. Disciplinary action will be taken by Sailability NSW against anyone who is found to be in breach of this policy.
10. Disciplinary action will also be taken against anyone who victimises or retaliates against a person who has complained of sexual harassment.
11. The discipline will depend on the severity of the case and may involve an apology, counseling, suspension, dismissal or other form of action.

Confidentiality

12. Sailability NSW management and officers responsible for implementing this policy will keep confidential the names and details related to sexual harassment complaints, unless disclosure is necessary as part of the disciplinary or corrective process.

Complaint Procedures

13. Unless otherwise nominated, Presidents of the branches of Sailability NSW will act as Harassment Contact Officers. The role of the Harassment Contact Officer as a first-line-of-contact, is to serve in an unbiased/impartial capacity to listen to the complaint, offer support, provide advice on procedures and refer to a Harassment Grievance Officer when appropriate.

It is not the role of the Harassment Contact Officer to try to resolve a grievance.

The Harassment Grievance Officer determines whether a complaint has substance, inform the person accused of harassment of the nature of the complaint, inform both parties of their rights and responsibilities in proceeding with a grievance, act as mediator/conciliator between the parties to resolve the complaint, follow up after a complaint has been resolved to ensure there is no recurrence and refer serious matters to management, or to an external agency.

It is the prerogative of the complainant to decide to proceed with, or dissolve a complaint.

14. Sailability NSW recognises that, as a highly sensitive and complex matter, sexual harassment is best dealt with informally through discussion between the parties or with some assistance from an independent third party, so as to minimise its damaging and disruptive effects. An informal resolution is not always possible and it may be necessary to resort to formal procedures to resolve the complaint.

15. Should it be necessary, the Harassment Grievance Officer will refer the matter to a mediator appointed by the committee of Sailability NSW. The mediator will be a person experienced in handling grievances and may be sourced either internally or externally from Sailability NSW.

16. Sailability NSW is responsible for ensuring the complaint is investigated and mediated or conciliated professionally and confidentially, in an unbiased and prompt manner. Sailability NSW will fulfill this responsibility either:

- a) by establishing a comparable grievance mechanism within its own structure to handle the complaint, or
- b) Utilising the Harassment Grievance Officer pool through the NSW Sports Federation.

External Action

17. Both complainant and alleged harasser may pursue advice or action from an external authority at any stage of the complaint procedure. In NSW, the Anti-Discrimination Board is the authority responsible for receiving complaints of sexual harassment. The Human Rights and Equal Opportunities Commission is the authority responsible for receiving complaints under Commonwealth jurisdiction, and in some instances, may be the appropriate body.

Policy Review and Approval

18. Sailability NSW committee approved this policy on 18th July, 2000.
19. Sailability NSW officer responsible for this policy will ensure a review of the policy is conducted periodically.