



# COMMUNITY EVENTS

## *CCGC Policy*

Canberra City Gymnastics Club is committed to being an active participant in the community in which it operates. To achieve this aim Canberra City Gymnastics Club has adopted this Policy to help ensure a consistent approach to involvement in community events.

### 1. PURPOSE OF THE POLICY

Canberra City Gymnastic Club "Community Events Policy", has been established to provide guidance and consistency in the decision making Club's Committee in determining which and how community events will be supported by the Club.

### 2. DEFINITIONS

Community events; refers to those events conducted or hosted by organisations other than Canberra City Gymnastics Club, but who invite the Club to participate, where the event is open to the general public (e.g. school fetes, come and try days, neighbourhood celebrations/street parties, etc.)

### 3. APPLICATION

- a. The Community Events Policy applies to all invitations or opportunities available to the Club that would result in representatives being identified as from Canberra City Gymnastics Club.
- b. The Community Events Policy applies to all Members of the Club, including support personnel (parents, partners, etc.) of gymnasts who are active in the events.

### 4. REQUIREMENTS & RESPONSIBILITIES

Canberra City Gymnastics Club will only consider supporting community events that:

- are safe in their management and conduct;
- provide the opportunity to promote gymnastics in a positive light;
- are open to the general public; &
- are financially viable for the Club.

This section outlines the basic responsibilities of Members of Canberra City Gymnastics in regard to accessing community events.

- a. Office Manager:** Responsible for tabling the invitation as correspondence, or representing the event opportunity on behalf of the external organization.
- b. Committee:** Responsible for determining participation in community events consistent with this Policy.
- c. Event Sub-committee:** Enacting the direction of the Club Committee and supervising the participation of Club Members in community events.
- d. Members:** Participating in community events in a manner befitting the Club's image and in accordance with the Club's Codes of Behaviour, etc.

## 5. POLICY BREACHES & CONSEQUENCES

Canberra City Gymnastic Club undertakes to deal with any complaints of a breach of the Community Events Policy promptly, seriously, sensitively and confidentially. At any stage, it is the prerogative of the Complainant to proceed with, or dissolve, a complaint.

The following procedure is to be followed should a breach of this Policy becomes evident:

### *Procedural Steps*

- a. The breach should be formally reported to the Committee for attention;
- b. The Office Manager will be empowered to address the breach specifically with the individual reported to have breached the Policy;
- c. In the instance that the Office Manager is reported to have breached the Policy, the President will address the matter with the Office Manager directly;
- d. Should the behaviour continue, the President and one other Committee Member will address the individual concerned (where the individual concerned is neither of the above);
- e. If no resolution is achieved, reports are provided to the full Committee to determine the appropriate course of action.

## 6. CONFIDENTIALITY & REPORTING

The clubs representative(s) responsible for implementing this Policy will keep confidential, as per the Club Privacy Policy, the names and details relating to complaints, unless disclosure is:

- Necessary as part of the corrective process; or
- Required by law.

### Document History

Date	Version	Description of revision
December 2007	1	Adopted
July 2008	1	Review
August 2010	1	Review. New Logo

