

Trial Session Policy

SandownPark

Club	Sandown Greyhound Racing Club
Effective Date	This Trial Session Policy commences on 1 January 2023.
To be Reviewed	Annually
Purpose	<p>The purpose of this Policy is to outline the Sandown Greyhound Racing Club's policies relating to:</p> <ul style="list-style-type: none">• The management and conduct of Trial Sessions.
Scope	<p>This Policy applies to all people involved in greyhound racing in connection with the Club, including all members of the Club committee, Club members, Club employees and any contractors, student placements, volunteers, participants, and community members.</p>
Policy	<p>The Club is committed to taking reasonable steps to ensure that:</p> <ul style="list-style-type: none">• All trial sessions are conducted efficiently and effectively; and• The Club is a workplace free of all forms of discrimination and harassment, including sexual harassment and bullying. It aims for equality of opportunity for all employees and visitors to the Club. <p>This Policy is intended to ensure that there is a shared understanding amongst all Club employees, temporary staff, independent contractors, volunteers, work experience personnel and participants of the Club's expectations regarding acceptable and appropriate behaviour within the workplace, particularly relating to Trial Sessions.</p> <p>The Club is dedicated to implementing a proactive approach by taking reasonable steps such as educating all people involved in greyhound racing in connection with the Club; as well as continuing to monitor behaviour and endeavouring to prevent any disputes from occurring in the first instance, even in the absence of a formal dispute/grievance.</p> <p>Club Management and/or the Club Committee will treat all disputes confidentially, seriously, and sympathetically as far as is reasonably practicable. However, it may be necessary to speak with other people to determine what happened, to afford fairness to those against whom the complaint has been made and to resolve the complaint.</p>

	<p>Outlined within this Policy is an internal dispute resolution process to assist people to raise issues of concern. Appropriate disciplinary action may be taken against anyone found to have breached this Policy.</p>
<p>Applicable documents</p>	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004 (Vic)</i> • Club Constitution <p>All trial session participants should be provided with a copy of the following Club policies:</p> <ul style="list-style-type: none"> • Club Code of Conduct • Club Equal Opportunity, Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy • Site Safety Rules • Managing a Grievance Process
<p>Trial Booking Process</p>	<p>The Club trial session booking process is conducted on FastTrack or by contacting the Club. The schedule and details can be found on the GRV webpage at the links:</p> <p><i>Week Ahead:</i></p> <p>www.grv.org.au/trials-week-ahead</p> <p><i>Standard Week:</i></p> <p>www.grv.org.au/trials-standard-week</p>
<p>Trial Session Requirements</p>	<p>Club policies and details included in this Policy must be adhered to.</p> <ul style="list-style-type: none"> • Trainers should arrive to trial session, 15 minutes prior to the booking. • Therefore, you can only book 10 trials for any one day • Trials are to be booked under Trainer's own name and NOT booked by others to avoid the clubs' booking criteria. • If late to trial session – trainer will be required to wait until the end of session or a gap in the session. • If a trainer fails to bring a number of dogs to trial much less than the number booked, the trainer will be issued with a please explain letter. If a valid reason is not provided to the Club within 7 days, the trainer will be required to pay for the unused trials. • If a trainer brings more dogs than what is booked, the Club has the right to refuse the additional trials. Trainer will be required to pay for the unused trials.
<p>Escalation Process</p>	<p>The Club will endeavour to make sure trials are available for as many participants as possible on an equal basis.</p>

	<p>Late cancellations and ‘no-shows’ which put greater stress on trial capacity and reduces the opportunities for other participants to secure trials.</p> <p>The Club has a 3-step escalation procedure in place in the event of trial booking and cancellation processes not being followed appropriately:</p> <ol style="list-style-type: none"> 1. an initial warning, 2. a 1-week exclusion from trialling at the relevant Club for repeat occurrence(s), 3. a 1-month exclusion from trialling at the relevant Club for further repeat occurrence(s). <p>The Club will maintain a record of cancellations and no-shows and issue formal notification to participants as appropriate.</p>
<p>Resolution of Disputes and Issues of Concern</p>	<p>It is in the interest of any person or group who believe they have been unlawfully discriminated against, sexually harassed, bullied or victimised to take action to prevent the behaviour from recurring.</p> <p>The Club believes that all disputes and issues of concern should be resolved quickly, confidentially (where possible) and wherever possible, at the lowest appropriate level.</p> <p>A range of internal issue resolution options are available including:</p> <ul style="list-style-type: none"> • self-resolution. • informal resolution by immediate manager/team leader. • local workplace resolution involving mediation and conciliation; or • formal investigation/assessment by an appropriate Club representative or external provider.
<p>What can you do if you are being discriminated against?</p>	<p>If you believe that you have been discriminated against, bullied or harassed it should be dealt with and should not be ignored as ignoring the behaviour could be taken as tacit consent.</p> <p>Anybody who experiences or witnesses’ discrimination, harassment or bullying is encouraged too either:</p> <ul style="list-style-type: none"> • inform the offender that the behaviour is offensive and unacceptable and against company policy; or • seek assistance in having the behaviour stopped, <p>this may include reporting the issue to your manager or speaking to another appropriate Club representative.</p> <p>Where these issues may breach occupational health and safety laws the incident should also be reported immediately in accordance with the Club’s occupational health and safety policy.</p> <p>Please refer to the Club Grievance Process which outlines how to raise a grievance.</p>

<p>Who can assist you in making a report or complaint?</p>	<p>If you feel that you are unable to resolve the matter yourself, the following people will be able to assist you:</p> <ul style="list-style-type: none"> • your manager (if you are an Employee); • Club Manager or CEO; or • Club President. <p>Employees who believe they are being bullied in the workplace may apply to the Fair Work Commission for an order to stop bullying.</p> <p>In addition, you may approach the:</p> <ul style="list-style-type: none"> • Equal Opportunity Commission. • WorkSafe; or • Fair Work Ombudsman.
<p>What will happen if you make a Report or Complaint?</p>	<p>Any complaints or reports of discrimination, harassment or bullying will be treated quickly, seriously and sympathetically.</p> <p>They will be investigated thoroughly, impartially and where possible, confidentially (when investigating some complaints confidentiality is not always possible).</p> <p>Managers and/or Committee/Board must act immediately on any reports of harassment.</p> <p>Employees will not be disadvantaged in their employment conditions or opportunities as a result of lodging a complaint.</p>
<p>What will happen to the person against whom you have made a complaint?</p>	<p>The Club considers all forms of workplace discrimination, harassment and bullying to be unacceptable behaviour which will not be tolerated. Accordingly, where such complaints have been substantiated, appropriate disciplinary action will be taken.</p> <p>Such action may range, based on severity of the complaint, from a formal warning to termination of employment for serious breaches of this policy.</p> <p>Similarly, where necessary, action will be taken against anyone including employees, participants or independent contractors, who have been found to have discriminated against, harassed or bullied a co-worker, or any other person during the course of his/her employment or contract for services with the Club. This includes during their attendance at the Club.</p>
<p>Natural Justice</p>	<p>A complaint of discrimination, harassment and/or bullying is a serious allegation to bring against someone. For this reason, while advisers may have feelings of sympathy for the complainant, and quite possibly negative feelings towards the respondent when dealing with a complaint, it is crucial to continually bear in mind the rights of the respondent as determined by the principles of natural justice. The adviser must approach the problem with neutrality.</p>

<p>Vexatious claims</p>	<p>A vexatious complaint is a complaint intended to harass, subdue, annoy or cause harm to the respondent.</p> <p>A Club will not deal with complaints that:</p> <ul style="list-style-type: none"> • are made anonymously, without sufficient detail being provided to allow investigation or resolution of the matter; and • taken at their highest, do not constitute discrimination, sexual harassment or victimisation as defined by this Policy. <p>Where an employee makes a frivolous, vexatious, or malicious claim against a respondent, for example, where false or misleading information is provided, relevant information is withheld, facts are distorted or there is no demonstrated commitment to resolution, then depending on the circumstances, disciplinary action may be taken against an employee.</p>
<p>Consequences</p>	<p>For employees – any breach of this Policy may result in disciplinary action up to and including termination of employment.</p> <p>For participants, independent contractors and other non–employees who are found to have breached this policy may result in the termination of their contract or suspension or ban from attendance or any other activities with the Club.</p> <p>For Club committee members or Club members – any breach of this Policy may result in suspension or cancellation of membership.</p> <p>If an individual's conduct results in a breach under law, they may also be personally liable.</p>
<p><i>The Club may amend and vary this policy from time to time.</i></p>	