



Bush Multisport Trust



Club Handbook

Since opening in 2004 the Bush Multisport Trust has completed multiple stages of development in its pursuit to be the region's leading Multisport facility. It is the major sporting and cultural hub for events in the Tararua District.

Bush Multisport Trust | Background Information

The development of Bush Multisport Park as the largest sporting, cultural and corporate hub in the Tararua District was born from the vision of two local Trust members and realised by a community motivated to grow sport and recreation opportunities in the district. The Bush Multisport Trust's vision was for a multisport facility to benefit all local sports clubs. The project has gone through four stages of transformative development, to establish an innovative multisport community complex that has grown into a sustainable sports club and recreation model in the Tararua. The Trust operates on behalf of Tararua District Council, and the community was empowered by council to develop its own facilities, which has been the main reason developments to date have been so successful.

Bush Multisport Trust board was established in 2000 to grow sport and recreation in the Tararua district as well as to meet the changing needs of local community. Around that time, a number of sports clubs faced uncertain futures, with player numbers decreasing, greater funding required in order to meet the growing operational costs, and facilities in need of future upgrades. The Trust also recognized a need to develop a multi-purpose facility that the local community could utilise for purposes other than sport. The formation of the Trust was a Millennium Shooting Star project and the inaugural Trustees had terrific foresight to locate all sporting codes to the existing stadium and recreational grounds.



The Trust operates the Park on behalf of the Tararua District Council, this partnership is key in supporting annual operation. Council's support allows the Trust to concentrate on facility improvement and encouraging recreational opportunities. All development work and smaller projects have been made possible by various funding grants and the generosity of our local community and businesses.

The Trust is very much a story of a small rural community punching well above its weight. It is proud of its achievement in providing fantastic facilities that are extensively utilised by the community.

Development Stages

Stage One Development (completed 2004)



Stage one was an extension to the existing Stadium. The extension included four changing rooms, administration office, fitness gym, lounge, kitchen, bar and deck area.



Stage one also included the levelling, draining and re-grassing of the grounds to produce a quality sports fields with field lighting. This project attracted rugby to move to the park and provided improved grounds and facilities for league, cricket and football.

Stage Two Development (completed 2009)

Stage Two was a new artificial Multisport Turf directly opposite the existing park. The turf was laid with a sand based astro-grass surface to allow multisport use. Six tennis, one hockey and six netball courts are marked on the turf. The completion of this facility saw netball, tennis and hockey join the Bush

Multisport Trust and the affiliated codes numbered eleven at its completion.



Stage Three Development (completed in 2011)

Stage Three was the addition of a Pavilion adjacent to the artificial turf. The Trust was very fortunate to acquire the Fonterra Social Clubrooms to use as the top storey of the Pavilion. Fonterra generously donated this building.

The upstairs of the Pavilion has a lounge and kitchen area, used for exercise classes, social functions and additional meeting space. Downstairs level houses Girl Guides and turf changing areas. The addition of this facility to the Bush Multisport Park has helped accommodate additional bookings for seminars, meetings and social functions.

The Pavilion & Turf is the home to Hockey, Outdoor Netball and Tennis and is a wet weather training alternative for various sporting codes. The Pavilion and turf currently attract participants from the wider Tararua area and the Manawatu district.



Stage Four (completed in 2018)

Bush Multisport Trust in conjunction with the local community board “Pahiatua on Track” completed the fourth stage of development on the remaining Pahiatua Sale-yards land adjacent to existing facilities (which Tararua District Council purchased). The acquisition of this land has allowed the Bush Multisport Park to expand with further green-field space and it was Pahiatua on Track’s desired location for their community Wheel Park (for all abilities of skateboard, BMX and scooters).

We received funding from Waireka to install the “Waireka Half Basketball Court” on the Sale-yards site. This was completed late 2018.

In 2021 a storage shed was built off the south wall of the stadium. Funding from Trust House, Central Energy Trust and Eastern Central Community Trust was secured to complete this build. This is a multi shared space that all clubs use to store their gear.

We received funding from Waireka Community Trust, Trust House and Pahiatua Fitness Training Club for the building of our next Cricket Nets. This was completed in 2022.



Stage Five (current)

The Bush Aquatic Trust are a small group of volunteers who are fundraising for a new pool to be built at the Bush Multisports Park. Our current swimming facilities have served the community for many years but are now in need of replacement to meet the growing needs of our tamariki, rangatahi, and wider community. Access to a quality swimming pool all year round is essential for teaching water safety skills, supporting health and wellbeing, and fostering opportunities for whānau to come together.

The new swimming pool will provide a safe and modern space for our community to enjoy and will allow us to offer swimming education programmes to ensure our tamariki are focused on fundraising the final \$500,000.00 dollars through community initiatives and funding. and rangatahi develop essential life skills in and around water. This is particularly significant given our proximity to rivers and beaches, where water safety is of paramount importance. The Bush Aquatic Trust have reached a fundraising target of \$5,546,663.00 and we are still actively fundraising to make this vision a reality, Bush Aquatic Trust



BMST Affiliate Agreement with Sport Clubs

AGREEMENT DATED

BETWEEN

BUSH MULTISPORT TRUST (BMST)

AND

(the Club)

To affiliate with Bush Multisport Trust (BMST), a sporting club must sign this Agreement and comply with the following conditions.

General

1. Each club is required to be affiliated with BMST. BMST, in its absolute discretion, may vary this condition where there is a genuine need to separately recognise different types of participation in a specific sport.
2. Individual clubs will maintain their own club identities.
3. BMST, in its absolute discretion, may approve the waiver or variation of any clause in the Affiliation Agreement for any individual club.
4. The club must comply with any policy or guideline specifically drafted for the operation of BMST facilities.

Constitution

5. The affiliated club is encouraged to have a Constitution which must be viewed by BMST. The form of the Constitution is to be determined by the club.
6. The Purposes of the club Constitution must recognise the values and standards of conduct of BMST which are outlined in the BMST club handbook, as amended from time to time.
7. The following shall be part of and are deemed incorporated into each affiliated club's constitution notwithstanding anything to the contrary contained in such constitution:

If on the dissolution of the club there remains after the satisfaction of all its debts and liabilities, any monies or properties whatsoever, the same shall not be paid to or distributed among members of the club, but shall be entrusted to BMST to be held in the case of re-establishment.

Membership

8. The club must not unlawfully discriminate in its membership on the basis of age, race, gender, marital status, disability, carer's responsibility, sexuality, or any discrimination contrary to current legislation.
9. The club must maintain a current database of members and provide BMST access to that database, by forwarding membership lists to the BMST Facility Administrator when requested.

Governance

10. Each club must appoint up to three primary points of contacts (POC), which can be made up of up to three representatives, to communicate regularly with the Bush Multisport Office (BMST). All official correspondence, updates, and enquiries should go through the designated POCs. The club must inform BMST of the selected POC and notify them of any changes. This helps ensure smooth communication and efficient handling of club matters.

Finance

11. The club must remain solvent at all times.
12. The club must comply with any provision relating to finance in BMST Policy.
13. The club must maintain proper accounts at all times consistent with the constitution of the club.
14. The club must at all times ensure that any assets of BMST, including real property, are protected from damage through misuse or negligence.
15. The club must maintain 2 signatories at all times and ensure the signatories are current, local and contactable.

Venue Use

16. The club must comply with facility use guidelines and pay any affiliation/hiring charge for BMST facilities as applied and notified by BMST from time to time.
17. Keys and key tags/cards issued must not be used for purposes other than which they have been issued for. Any change must be communicated with the BMS Office.
18. All events are subject to BMST policies listed on the event contracts issued prior to the event.
19. All affiliation invoices must be paid within the season that they are charged for and paid promptly. It is expected that invoicing will be completed in the first 6 weeks of competition/season; otherwise use of facilities may be withdrawn. Membership figures therefore must be forwarded to the BMS Office promptly.
20. Key tags/cards – two of these will be issued free of charge per user group/competition. Any additional tag/card will incur a \$20 bond deposit which shall be refunded upon their return. If any key tags are lost or not returned for the following season, a charge of \$20 per key will be issued to each club.
21. The Bush Multisport Trust has a selection of tables, chairs and bar leaners that are inclusive of hire charges. Any damage to the facility, furniture or equipment during your booking will be added to the Hirer's account. The Smart TV And Projector is available at no further expense however you are required meet with the Bush Multisport Office staff prior to your event/meeting for instructions. The Jukebox is available for use. It is coin operated, and payment is the responsibility of the Hirer

Sponsorship

22. The club may seek external sponsorship with appropriate individuals or bodies to support its activities as long as the involvement of those external parties is in keeping with BMST policies and does not compromise the reputation of BMST.

Compliance

23. The club must comply with all BMST policies, guidelines or procedures.
24. The club must at all times comply with the Rules and Regulations of the sport's controlling or accreditation body.
25. The club must comply with BMST Code of Conduct policy when using BMST facilities.
26. The club must at all times comply with any legislation, guideline or policy in relation to the affiliation of junior clubs, including the requirements of a "Child Protection Policy".
27. Clubs must comply with BMST regulations and any reasonable direction from the BMST board. Additionally, each clubs' officials must familiarise themselves with all applicable BMST regulations found in the BMST club hand book.

Behaviour

28. Clubs and its members must at all times foster an environment that encourages the positive values of Fairness, Respect, Responsibility and Safety.
29. Clubs' members must ensure that at all times they behave in a responsible manner so as not to damage the reputation of the club and BMST.
30. Club administrators, including coaches, officials, parents and facility participants must comply with BMST values and the Codes of Conduct policy.
31. The club must ensure that its members abide by a policy of zero tolerance towards alcohol and smoking in relation to playing and training and zero tolerance to illegal drugs on BMST facilities at any time.
32. Club administrators, including coaches, officials, parents and facility participants may be subject to disciplinary processes for any individual breach of this section, or other behaviour contrary to BMST policies or guidelines.

Disciplinary Action

33. BMST may suspend the affiliation of the club without notice for any of the following, if on reasonable grounds it considers:
 - a) The club fails to abide by BMST values and facility policies
 - b) The club is engaged in activities that bring BMST into disrepute
 - c) The club is engaged in activities that are illegal
 - d) The club is unable to pay its debts
 - e) The club is engaged in activities that compromise the safety of members
 - f) The club has intentionally misused BMST assets
 - g) The club has misappropriated funds.
34. BMST may give 14 days notice of its intention to suspend the affiliation of the club if any specific breach of the Affiliation Agreement by a club has occurred or is occurring. The notice will be in writing and contain the reasons for the suspension and will permit the offending club to provide a written response within the 14 day period.
35. BMST may cancel the affiliation of the club after suspension if the club does not respond, or cannot adequately defend itself against the reason for suspension or has not taken the corrective action specified by BMST.

36. The club may appeal to the BMST conduct review committee or local council authority against its suspension or cancellation of affiliation. The Club will have the right to be heard at an appeal hearing. The decision of the local council authority will be final.

Affiliation Value

The parties agree to:

37. Work together for the benefit of club members and the wider community.
38. Support each other in finding the most efficient ways to meet all the Parties requirements.
39. Be open, frank, honest and constructive in all dealings with each other.
40. Use this Affiliation Agreement as a tool through which each Party can look to resolve potential issues of conflict between them

Term of Agreement

- 41. This agreement commences on the date signed by all Parties and will continue until terminated by either of the Parties / or at the completion of the term, the parties will negotiate in good faith with a view to entering into a new Affiliation Agreement.

- 42. On behalf of the Club, we confirm we have read this agreement, have the authority to the sign the Agreement for the club and confirm that the club agrees to the terms of this Agreement.

Signed

Signed

Date

Date

Print Name

Print Name

Print Club Position

Print Club Position

Email Address

Email Address

Phone Number

Phone Number

For Bush Multisport Trust:

Signed

Date

BMST Position

BMST Code of Conduct Policy

Staff and visitors to Bush Multisport Park (BMSP) are expected to behave with civility and appropriate conduct and respect. When you agree to use BMSP, its facilities, or affiliate to the Trust as a club member, you indicate, by your affiliation, that you agree to cooperate with the Bush Multisport Trust Board (BMST), and facility staff.

Refunds will not be given for loss of membership privileges due to breach of the Code of Conduct. All members and visitors are encouraged to exercise good judgment in caring for the safety of others, as well as themselves. In the event that you witness, or experience threatening, or inappropriate behavior by another individual, please report the situation immediately to your codes sport coordinator, or a BMSP staff or representative. Standards of Conduct include, but are not limited to, the examples outlined below. The following types of conduct are specifically prohibited and may result in loss of membership or facility usage:

Aggressive Behaviour

The definition of aggressive behaviour is determined by the BMST board, staff and BMSP visitors. Aggressive behavior is explicitly forbidden at BMST facilities. You may not promote or engage in physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct, which threatens or endangers the health or safety of any person. You may not use “fighting words” to harass any employee or guest in connection with BMSP events and/or functions. If you engage in behaviour that is considered aggressive, then your actions may result in temporary or permanent loss of privileges at BMSP.

Control

BMST staff including club affiliates are responsible for managing, and maintaining the safety of club members, and visitors to the facility. You agree to comply with the directions of BMST staff (or Club officials) acting in the performance of their duties. Failure to comply with staff requests, directions, or instructions will result in a loss of privileges.

Disorderly Behaviour

You may not engage in disorderly or lewd conduct.

Disciplinary Action

Violation of any of the Standards of Conduct is grounds for disciplinary action. A facility user may start disciplinary action against any patron/participant he/she deems to be in violation of the Standards of Conduct by:

- Requesting a stop to the violation/offending action.
- Requesting a violator to leave the facility.
- In the first instance, requesting assistance from the club or the official supervisors of the event in question.
- If further assistance is required, to request assistance from the BMST board, facility administrator and/or calling the police.
- Offenders that breach outlined Standards of Conduct during competition should first be yellow carded or verbally warned by the event coordinator or BMST representative. If the violation/offending action continues after a verbal warning (or yellow card), then a red card can be issued to remove offender from the competition area. A written report is required to be submitted to the BMS Office for the Conduct Review Committee to consider further action required.

BMST Conduct Review Committee

The BMST Conduct Review Committee will:

- Meet monthly (or as needed) to review the more serious complaints and determine appropriate action.
- Receive, hear, and rule on appeals on an ad hoc basis.
- Consider whether any complaint has, or should be more properly determined by any relevant club's parent organisation (for e.g. Provincial Rugby Union disciplinary committee).

Written Reports

The complainant will also file a written report with the BMS Office for review. The BMS Office will:

- Read the written reports once submitted,
- Determine immediate action, or
- Determine whether any complaint has, or should be more properly determined by any relevant club's parent organization (for e.g. Provincial Rugby Union disciplinary committee).
- Refer more serious complaints to the BMST Review Committee, Council or Police.

Appeals

Violators have the right to appeal disciplinary actions. A valid appeal must concern either a misapplication of one of the Standards of Conduct or misrepresentation of the policies and procedures outlined. Appeals must be written and received within 14 days of issuance of disciplinary action. Appeal letters must be addressed to the Chair of the BMST Conduct Review Committee who will evaluate the appeal and determine appropriate action in consultation with the BMST Conduct Review Committee on an ad hoc basis and within a reasonable time frame.

Standards of Conduct

Codes of conduct are an essential part of sport rage prevention. They outline an agreed standard of behaviour for your club's administrators, coaches, officials, players and parents. There are three important considerations for clubs:

1. Develop codes of conduct in consultation with your national body.
2. Gain compliance by having members sign the codes of conduct.
3. Remind members of the codes on a regular basis.

The following rules outline the behaviours expected by the Bush Multisport Trust Board:

Administrators

- I will provide opportunities for players to be involved in planning, leadership, evaluation and decision-making related to their activity.
- I will create pathways for players to participate not just as a player but also as a coach, referee, administrator etc.
- I will ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of players.
- I will ensure quality supervision and instruction for players.
- I will remember that players participate for their enjoyment and benefit. I will not over emphasise awards.
- I will help coaches and officials highlight appropriate behaviour and skill development, and help to improve the standards of coaching and officiating.
- I will ensure that everyone involved in sport emphasizes fair play, and not winning at all costs.
- I will distribute a code of conduct to players, coaches, officials and parents and encourage them to follow it.
- I will not arrive at the venue intoxicated or drink alcohol at junior or senior matches.
- I will not allow the unlawful supply of alcohol at training, games or club functions.
- I will not use bad language, nor will I harass players, coaches, officials or spectators.
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, or cultural background.
- I will promote adherence to anti-doping policies.

Officials

- I will place the safety and welfare of players above all else.
- I will show concern and caution towards sick and injured players.
- I will give all players a 'fair go' regardless of their gender, ability, cultural background, or religion.
- I will be impartial, consistent, objective and courteous when making decisions.
- I will accept responsibility for my actions and decisions.
- I will condemn unsporting behaviour and promote respect for the individuality of players.
- I will avoid any situations which may lead to or be construed as a conflict of interest.
- I will be a positive role model in behaviour and personal appearance and ensure my comments are positive and supportive.
- I will be a good sport as I understand that actions speak louder than words.
- I will always respect, remain loyal to and support other officials.
- I will keep up to date with the latest 'Laws of the Game', trends, and principles of their application.
- I will refrain from any form of personal abuse towards players or other officials.
- I will refrain from any form of sexual harassment towards players or other officials.
- I will not arrive at the venue intoxicated or drink alcohol at junior matches.
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability, or cultural background.

Coaches

- I will remember that players participate for enjoyment and winning is only part of the fun.
- I will never ridicule or yell at players for making a mistake or not winning.
- I will be reasonable in my demands on players' time, energy and enthusiasm.
- I will operate within the rules and spirit of the game and teach my players to do the same.
- I will ensure that the time players spend with me is a positive experience. All players are deserving of equal attention and opportunities.
- I will avoid overplaying the talented players and understand that the average players need and deserve equal time.
- I will not use bad language nor will I harass players, officials, spectators or other coaches.
- I will ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of all players.
- I will display control, respect and professionalism to all involved with the sport including opponents, referees, coaches, officials, administrators, the media, parents and spectators. I will encourage my players to do the same.
- I will show concern and caution toward sick and injured players and follow the advice of a physician when determining whether an injured player is ready to recommence training or competition.
- I will obtain appropriate qualifications and keep up to date with the latest coaching practices and the principles of growth and development of young players.
- I will not arrive at the venue intoxicated or drink alcohol at junior matches.
- I will not allow the unlawful supply of alcohol at training, games or club functions.
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.
- I will promote adherence to anti-doping policies.

Parents

- I won't pressure my child in any way – I know that this is their game not mine.
- I will not use bad language, nor will I harass players, coaches, officials or other spectators.
- I will encourage my child to play within the rules and respect officials' and coaches' decisions – no matter what.
- I will teach my child to respect the efforts of their opponents.
- I will remember that children learn best by example, so I will applaud good plays/performances by both my child's team and their opponents.
- I will give positive comments that motivate and encourage continued effort.
- I will focus on my child's efforts and performance – not the score.
- I will thank the coaches, officials and other volunteers who give their time to conduct the event for my child.
- I will help when asked by a coach or official.
- I won't criticize or ridicule my child's performance after the game.
- I will not arrive at the venue intoxicated or drink alcohol at junior matches.
- I will respect the rights, dignity and worth of all people involved in the game, regardless of their gender, ability or cultural background.

Players

- I will always play by the rules.
- I will never argue with an official. If I disagree with a decision I will inform the captain, coach or manager during a break or after the competition.
- I will control my temper. I understand that verbal abuse of officials, and sledging other players, and deliberately distracting or provoking an opponent is not acceptable or permitted behaviours in any sport.
- I will work equally hard for myself and/or my team.
- I will be a good sport and applaud all good plays whether they are made by my team or the opposition.
- I will treat all players in my sport as I like to be treated. I will not bully or take unfair advantage of another competitor.
- I will cooperate with my coach, team mates and opponents.
- I will display modesty in victory and graciousness in defeat.
- I will participate for my own enjoyment and benefit, not just to please parents and coaches.
- I will not arrive at the venue intoxicated or drink alcohol at junior matches.
- I will respect the rights, dignity, and worth of all participants regardless of their gender, ability, cultural background, or religion.
- I will thank the opposition and officials at the end of the game.
- I will comply with anti-doping policies.



Bush Multisports Trust

Child Protection Policy

Purpose

The purpose of this policy is to:

- Provide a clear commitment from Bush Multisports Trust to always keep the child or young person at the centre of all Bush Multisports Trust decision making.
- Create provision for the development and review of the child protection procedures.
- Ensure that all staff, through the policy and procedures, are guided in identifying and responding to vulnerability, child abuse, and neglect.
- Ensure that all Bush Multisports Trust staff consistently apply the child protection procedures.
- Appoint Designated People for Child Protection.
- BMST encourage each club to use the attached addendum for Child Safeguarding Policies and Procedures, which is provided to us by Sport New Zealand.

Any adult working in the provision of sport/physical activity for young people, has a duty to the young people to provide a safe and caring environment. It is vital that any coach, umpire, official or any other person assisting with young people's activities has the ability to be patient, understanding and encouraging. Knowledge of young people's emotional and physical development and the ability to communicate with them is paramount. Young people have a right to protection from the risk of child abuse. They must be protected from all forms of discrimination and abuse and treated equally, regardless of age, gender, race, culture, sexual orientation, religion, language or ability.

Scope

This policy applies to all staff, paid or unpaid, board members, volunteers, and contractors of Bush Multisports Trust and all the children under the age of 18 years that Bush Multisports staff come into contact with during the course of their work. This policy acknowledges that Bush Multisports Trust has partnership responsibilities and as such Bush Multisports Trust will ensure that:

- Any partners or contractors who provide services, supervision or care to any children will abide by the same principles and expectations as set out in this policy and procedures for the care and protection of children and young people.
- Bush Multisports Trust also recognizes that the Vulnerable Children's Act requires that any services 'purchased' for children are from reputable organisations with appropriate child protection policies and workforce safety checks in place.

Commitment

Bush Multisports Trust is committed to the prevention and early detection of vulnerability, abuse, and neglect, and:

- Will manage vulnerability, abuse, suspected abuse or disclosure of abuse, and neglect immediately and effectively.
- Will ensure that the interest and welfare of children will always be the prime consideration in any decision making.
- Will have safely recruited staff to work with children.
- Will have all staff working with children trained in child protection and skilled at identifying and responding to vulnerability, child abuse, and neglect.
- Will have robust child protection policies and procedures.
- Will appoint Designated People for Child Protection.
- Believe all children and young people have the right to enjoy sport free from forms of abuse and exploitation.
- Commits to providing all children with equal rights and encouragement to fulfil their full potential and aspirations.
- Believes that everybody has a responsibility to support the care and protection of children.

Prevention

- Bush Multisports Trust will have child protection literature located in the office.
- Bush Multisports Trust will ensure staff receive training in child protection.
- Bush Multisports Trust will promote child experience, i.e. side-line behaviour, anti-bullying messaging.
- Bush Multisports Trust will support the training and networking of Bush Multisports Trust designated People.

Appointment of Designated People

A minimum of two Designated People will be appointed.

The following people have been appointed Designated People for Child Protection, (DPCP) and who are available for any staff member to consult with if they have concern for a child as part of following the Sport Manawatu Child Protection Policy and Procedures.

Bexx Brown – Facility Manager 027 5113119

Raylene Treder– Tararua Community Connector (Sport Manawatu) 027 3790612

Responsibilities of Designated People

- Organising suitable training for the implementation of this policy and procedures and any subsequent updates
- Being available for advice and support for staff who have child protection concerns.
- Responding to information about concerns for a child as soon as practicably possible.
- Ensuring the child protection policy and procedures are consistently applied by all staff in all situations of actual, disclosed, or suspected child abuse and neglect.
- Overseeing the recording, monitoring, review, and actioning of child protection concerns and documentation.
- Making Reports of Concern to Oranga Tamariki where required.
- Following up all Reports of Concerns made to Oranga Tamariki within 5 working days if there has been no response.
- Re-reporting to Oranga Tamariki if concern for the child or young person is ongoing.
- Maintaining good working relationships with Oranga Tamariki, local police, and other external agencies involved in child protection.

Training

Bush Multisports will provide opportunities for staff to attend training.

All staff will complete the Safeguarding Children's online training.

Staff who are working directly with children will attend at least one external training every two years to ensure they have the confidence to:

- Understand child abuse and indicators of child abuse.
- How to reduce the risk of child abuse.
- Planning the environment and supervision to minimise risk.
- Dealing with child/parents/whanau.

Relevant Legislation

- Vulnerable Children Act 2014
- Oranga Tamariki Act 1989
- Privacy Act 1993
- Human Rights Act 1993
- Domestic Violence Act 1995
- Care of Children Act 2004
- Employment Relations Act 2000
- Health and Safety at Work Act 2015
- Children, Young Persons, and Their Families (Advocacy, Workforce, and Age Settings Act 2017)

Related Documents

- Health and Safety Policy
- Code of Conduct
- Bush Multisports Trust Club Hand Book

Review

- The policy and procedures will also be reviewed following a significant child protection issue or upon any change in legislation. Definitions of Child Abuse and Neglect The Oranga Tamariki Act 1989 defines child abuse as; “the harming (whether physically, emotionally, sexually), ill-treatment, abuse, neglect, or deprivation of any child or young person”.
- Below are some definitions of abuse, these are not an exhaustive list. Further information about the signs of abuse and neglect can be found in the following booklets:
- Safe Not Sorry
- Working together to keep young people safe
- How can I tell?

Vulnerability

A vulnerable child is one who is unable to keep themselves safe from harm or who is at risk of not reaching their full potential and achieving their outcomes without services or additional support. Vulnerable children are at risk of significant harm to their well-being now and into the future as a consequence of the environment in which they are being raised, and in some cases, due to their own complex needs.

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effect on the child’s emotional development. This can include a pattern of rejecting, degrading, ignoring, isolating, corrupting, exploiting or terrorising a child. It may also include age or developmentally inappropriate expectations being imposed on children. It also includes the seeing and hearing of ill-treatment to others.

Physical Abuse

Physical abuse is a non-accidental act on a child that results in physical harm. It can be but is not limited to, beating, hitting, shaking, burning, drowning, suffocating, biting, poisoning or otherwise causing physical harm to a child. Physical abuse also includes the fabrication of illness.

Sexual Abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities (penetrative and non-penetrative, for example rape, kissing, touching, masturbation) as well as non-contact acts such as involving children in looking at or production of sexual images, sexual activities, and sexual behaviours.

Neglect

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, causing long term serious harm to the child's health or development. It may also include neglect of a child's basic or emotional needs. Neglect is a lack of action, emotion, and basic needs.

Intimate Partner Violence

A child is vulnerable to abuse through being a witness of "Intimate partner violence" this refers to any behaviour within an intimate relationship that causes physical, psychological or sexual harm to those in the relationship. Such behaviour includes:

- Acts of physical aggression- such as slapping, hitting, kicking, and beating.
- Psychological abuse – such as intimidation, constant belittling, and humiliating.
- Forced intercourse and other forms of sexual coercion.
- Various controlling behaviour – such as isolating a person from their family and friends, monitoring their movements, and restricting their access to information or assistance.

Bullying

Bullying relates to inappropriate use of real or perceived power by one or more persons over another person or a group regarded as less powerful. Acts of bullying are generally repeated or have the potential to be repeated over time. Cyber Bullying This is usually perpetrated using social media networks, games, and mobile phones. This can include spreading rumours, posting nasty or embarrassing messages, images, and/or videos. Those suffering from Cyberbullying may know who is bullying them or they may be targeted by someone using a fake or anonymous account, with anonymity often increasing the likelihood of others engaging in bullying behaviour. Often due to it being a challenge to stop, remove, and by being constant (wherever they are, any time of day or night), children/young people can feel like there is no escape.

Child Sexual Exploitation

The sexual exploitation of children and young people under 18 is a type of sexual abuse. It involves exploitative situations, contexts, and relationships where young people (or a third person or persons) receive 'something' (e.g. accommodation, drugs/alcohol, affection, gifts, money) as a result of performing sexual activities or others performing sexual activities on them.

Cumulative Harm

Cumulative harm refers to the effects of patterns of circumstances and events in a child or young person's life which diminishes their sense of safety, stability, and wellbeing. Cumulative harm is compounded experiences of multiple episodes of abuse or layers of neglect. Constant daily impact on the child or young person can be profound and exponential, covering multiple dimensions of their life

Responding to a child when a child discloses

- **Listen to the child** - Disclosures by children are often subtle and need to be handled with particular care, including awareness of the child's cultural identity and how that affects interpretation of their behaviour and language.
- **Reassure the child** - Let the child know that they:
 - 1) Are not in trouble
 - 2) Have done the right thing
- **Ask open ended prompts- e.g., "What happened next"** - Do not interview the child (in other words, do not ask questions beyond open prompts). Do not make promises that can't be kept, e.g., "I will keep you safe now".
- **If the child is visibly distressed** - Provide some appropriate reassurance and re-engage in appropriate activities under supervision until they are able to participate in ordinary activities.

Then follow the Child Protection Procedures in the appendix section.

Protecting of Information

The Support Services will set up a centralised secure reporting log for all concerns that will be accessible by the Designated People.

Authorised staff will ensure the protection of the data collected and ensure any printed material is stored securely and all documentation destroyed securely when no longer required.

Sharing Personal Information of Families and Vulnerable Children

The Privacy Act 1993 allows for information to be shared to keep children safe when abuse or suspected abuse is reported or investigated as such anyone can share information about a child with Police or Oranga Tamariki at any time.

Bush Multisports Trust will always share information about a child if it is in the child's best interest to do so and does not cause any additional risk to the child. Bush Multisports Trust will share information with appropriate agencies (such as health and education providers or other agencies involved with a child's life) if sharing that information will protect or improve the safety, health or well-being of a child.

All requests for information about a child will be directed to the Designated Person for Child Protection who will assess and release the information if appropriate. All requests for, or release of information relating to a child will be recorded by the Designated Person.

For our staff to do their job effectively, they may need to consult with each other to ensure that the right kind of intervention is made at the right time. To do this, they may need to share information.

The Escalation Ladder

Sharing Information involves both the collection and disclosure of personal information. Deciding which laws apply and what information to share can be complicated, but there are some guiding rules. Remember that the proportionality principle always applies- you should only provide as much information as is reasonably necessary to achieve your objectives.

Child Safe Practising Guidelines

To avoid situations where staff may be alone with children, all staff should examine the opportunities or possible situations where staff may be alone with children. Wherever possible an open-door policy for all spaces should be used (excludes toilets). Staff should be aware of where children are at all times.

Visitors, and outside instructors should be monitored by staff, and at no times be permitted to be in a situation where they are left unsupervised with any child within the care of Bush Multisports Trust.

If activities require one to one physical contact (i.e., classes in swimming, gymnastics, etc.) parents and caregivers should be advised.

Where a child or young person who requires assistance with toileting or personal care, for example, if they have an intellectual or physical disability a full plan involving the child's caregivers will be developed and any such care agreed between staff, child, and family. Seeking advice and support from family and support agencies will also assist in the programme managers approving or declining Bush Multisports Trust capability of providing that level of care.

Staff should avoid being alone when transporting a child or young person, unless an emergency requires it. Except in an emergency, children and young people are not to be taken from our organisation's premises, or from the programme we provide, without written parental consent.

Full risk assessment is required for all excursions and must be signed off by a manager.

Staff Recruitment

Safety checks will be carried out for all service delivery staff in accordance with the Vulnerable Children Act. Employment procedures include a thorough examination and checking of each applicant's previous work history and we will make contact personally with both referees and some past employers. This will be done with the applicant's consent. Our prime consideration in relation to this policy in choosing staff will be ensuring that they have skills and attributes which contribute to children's safety and health and will not put children at risk of abuse. All staff, volunteers, and practicum students will sign a declaration of criminal records and will be Police vetted.

Code of Conduct

Code of conduct for staff working with children and the prevention of child abuse.

All staff employed that work with children are required to understand and sign a Code of Conduct.

Bush Multisports Trust expects all staff to be supportive, non-abusive, and to present themselves as a positive role model.

Bush Multisports Trust is committed to the prevention of child abuse and the protection of children, with the well-being and safety of the children being our primary goal, followed by our objective of providing fun and stimulating programmes.

The interests and welfare of the child will be the prime consideration when any decision is made about a child suspected of being abused. This organisation supports the roles of statutory agencies, Police, and Oranga Tamariki in the investigation of abuse and will report all cases of suspicion of abuse to these agencies.

Many children have affectionate natures and express themselves freely, regardless of the situation and the child's culture and nature staff must avoid inappropriate physical contact. In making physical contact with children, adults should be guided by the principle that they will do so solely in order to meet the child's physical or emotional needs. Touching should not be initiated to gratify adult needs. Children should not be asked to take care of adults physical or emotional needs. If any child initiates physical contact in the seeking of affection, reassurance or comfort it is appropriate to respond in a manner suitable for that child's developmental stage and needs. It is not appropriate to force any form of unwanted affection or touching of a child.

- The physical contact of children during changing or personal cleaning must be for the purpose of that task only and not to be more than necessary for that job. Children should be encouraged to take care of themselves to the limits of their ability.
- Staff should AVOID being alone with a child.
- Staff must be aware of where the children are at all times.
- Staff must ensure volunteers and visitors are supervised when working with a child or group of children.
- Clothing should facilitate job performance (i.e. be appropriate for participating in activities, be safe, be appropriate for role modelling to children).
- Personal visitors and telephone calls shall not interfere with personal responsibilities of supervision.
- Staff must acknowledge their emotional and physical limitations and request support and/or relief when necessary.
- Confidentiality must always be maintained.
- Children should not be present when staff use the toilet and bathroom facilities.
- "Adult" topics of conversation should not take place within the hearing of children.
- Staff should maintain a professional relationship with families with respect to confidentiality, objectivity and conflict of interest.
- The Trust encourages staff, wherever possible, to keep their personal and professional lives separate. We do not encourage the fostering of close personal relationships and /or caretaking activities with children and families outside the work environment,
- Children will not be taken on outings without parental approval in writing or by phone and will be accompanied by more than one adult. In the case of an emergency every attempt will be made for a child to be accompanied by two adults, where this is not possible an attempt will be made to have a second child accompany.

Communication between children and adults, by whatever method, should take place within clear and explicit professional boundaries. This included the wider use of technology such as mobile phones, text messaging,

emails, digital cameras, videos, web-cams, websites, social networking and blogs. Adults should not share any personal information with a child or young person. They should not request, or respond to, any personal information from the child or young person other than that which might be appropriate as part of their professional role. Adults should ensure that all communications are transparent and open to scrutiny.

If we individually or collectively suspect that a staff member, or any other person within our organisation, has perpetrated child abuse, we will not collude with or protect that person or our Trust but promptly report the matter to the Board and statutory authorities. The suspected member of staff will be prevented from having any further access to children during an investigation and will be informed fully of their rights. Children, families and staff involved in the investigation of allegations of child abuse will have support and we will refer them to appropriate support agencies in the community.

Our child protection policy will be made available to all parents and is available on the Bush Multisports website (located in the Bush Multisports Handbook). If parents have any concerns about the treatment of a child by any of our staff, they are encouraged to make these known. We will ensure that the matter is fully investigated and acted upon necessary. We will use an advisor from outside the Trust if an independent investigation is required.

Duty of Care

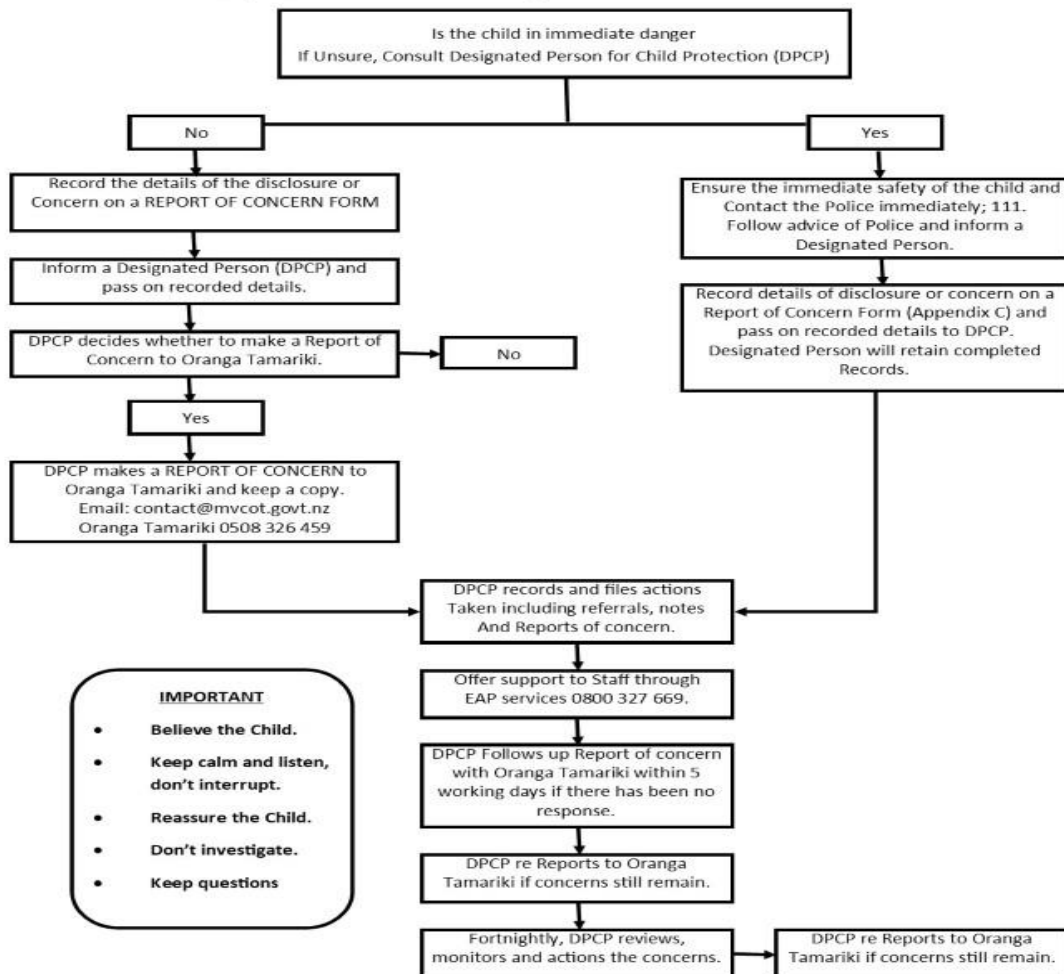
Staff and volunteers understand they have a duty of care in respect to children enrolled in various programmes. This means they have a duty to use due care towards others in order to protect them from unnecessary risk of harm. All possible care will be taken to ensure children's wellbeing and safety to act without negligence.

Indicators of Abuse:

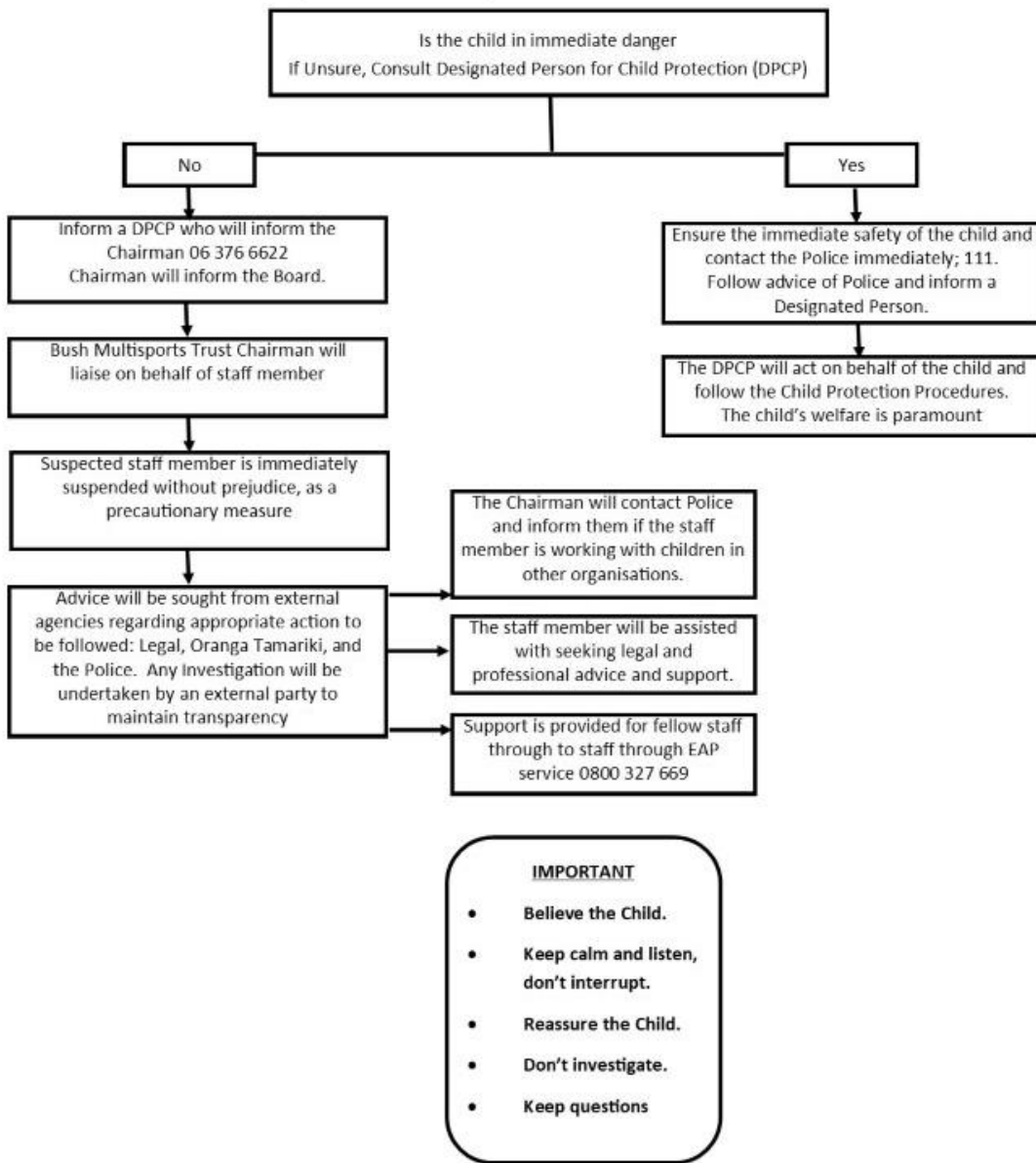
- Unexplained or suspicious injuries such as bruising, cuts or burns, particularly if situated on a part of the body not normally prone to such injuries.
- Living in a home where there is domestic abuse (which may be physical, sexual, emotional or financial).
- An injury for which the explanation seems inconsistent or for which multiple explanations are given.
- The child describes what appears to be an abusive act involving him/her.
- Someone else (a child or adult) expressing concern about the welfare of another child.
- Unexplained changes in behaviour over time e.g. becoming very quiet, withdrawn or displaying sudden bursts of temper.
- Inappropriate sexual awareness and sexualised behaviour.
- Engaging in explicit sexual behaviour or being over-familiar with unknown adults and peers.
- Distrust of adults, particularly those with whom a close relationship would normally be expected.
- An apparent difficulty in making friends.
- The prevention by an adult from socialising with other young people.
- Displaying variations in eating patterns including overeating or loss of appetite.
- Weight loss/gain for no apparent reason.
- An increasingly dirty or unkempt appearance.
- Over-tiredness.
- Suicidal threats or behaviours.
- Displaying frequent unexplained minor injuries.
- **This list is not exhaustive and the presence of one or more indicators is not proof that abuse has actually taken place.**

It is not the responsibility of those working with young people to decide if child abuse has occurred, but it is their responsibility to recognise and act on any concerns by reporting any incident to a Designated Person and completing a Child Protection Report of Concern Form for referral to the appropriate agency (Appendix C)

Appendix A : Child Protection Procedures—responding to disclosures, concerns or suspected child abuse or neglect



Appendix B: Child Protection Procedures—responding to allegations of child abuse or neglect of a child by a staff member or volunteer



Appendix C: Recording Form

Child Protection Report of Concern

Immediate Assessment

Do you consider the child to be immediate danger?

IF YES PHONE POLICE IMMEDIATELY

Date:

Staff Member:

Contact Number:

Childs Name:

Also known as:

Date of Birth:

Gender:

Child's Address:

Ethnicity:

Parent/Carers name(s):

Date of incident:

Location of Incident:

Details of the incident or concerns:

Record factual details of incident or concern – what was said word for word, description of what was seen, any injuries, etc. Please be clear in regard to whom is the concern from i.e. direct from child, via others or observed by you. REMEMBER – LISTEN, REASSURE, ASK OPEN QUESTIONS.

Inform a Designated Person (DPCP)

Designated Person Date and time referred

Reporting staff member signed: _____ Dated: _____

-----DPCP to Complete-----DPCP Actions

DPCP seeks advice from another DCPC if required YES / NO Date: Time:

DPCP decides to refer to Oranga Tamariki YES / NO Date: Time:

DPCP ensures offer of support to reporting staff member YES / NO Date: Time:

DPCP has updated reporting staff member of actions YES / NO Date: Time:

DPCP Signed Dated: Review Date:

Appendix D – Dealing with Disclosures of Abuse

Children can disclose abuse in many ways- verbally, indirectly, directly, third party, storytelling, play or drawing are just some of the ways a child can let you know. When a child does disclose abuse, this needs to be taken very seriously. DO NOT PUT THE MOMENT OFF.

It is important that any disclosure is dealt with appropriately, both for the wellbeing of the child and also to ensure that your actions do not jeopardise any legal action against the abuser. There are a number of guidelines that should be followed to ensure the safe handling of any disclosures of abuse from a child.

- Don't panic.
- Remember that the safety and well-being of the child comes before the interests of any other person.
- Listen to the child and accept what the child says.
- Look at the child directly, but do not appear to be shocked.
- Don't seek help while the child is talking to you.
- Reassure them that they did the right thing by telling someone.
- Assure them that it is not their fault and you will do your best to help.
- Let them know that you need to tell someone else.
- Let them know what you are going to do next and that you will let them know what happens.
- Be aware that the child may have been threatened.
- Write down what the child says in their own words- record what you have seen and heard.
- Make certain you distinguish between what the child has actually said and the inferences you may have made. Accuracy is paramount at this stage of the procedure.
- Tell your Designated Person as soon as possible.
- Refer to Oranga Tamariki or the Police.
- After making the referral, look after yourself. Discuss the matter with your manager, supervisor or relevant person.

Important Notes

- The same action should be taken if the allegation is about abuse that has taken place in the past, as it will be important to find out if the person is still working with or has access to children.
- Dealing with an allegation that a professional, staff member, foster carer or volunteer has abused a child is difficult but must be taken seriously and dealt with carefully and fairly.

Things TO SAY when a child discloses.

- Repeat the last few words to seek clarification.
- "I believe you".
- "I am going to try and help you".
- "I will help you".
- "I am glad that you told me".
- "You are not to blame".

Things NOT TO SAY when a child discloses

- "You should have told someone before".
- "I can't believe it, I am shocked!"
- "Oh that explains a lot".
- "No not.....he's a friend of mine".
- "I won't tell anyone else".

- “Why, How, When, Where & Who?”

Things TO DO

- Reassure the child that they were right to tell you.
- Let them know what you are going to do next.
- Immediately seek help, in the first instance from a Designated Person
- Write down accurately what the child has told you. Sign and date your notes. Keep all notes in a secure place.
- Seek help for yourself if you feel you need support.

Things NOT TO DO

- Do not attempt to deal with the situation yourself.
- Do not formally interview the child.
- Never ask leading questions.
- Never push for additional information.
- Do not make assumptions, offer alternative explanations or diminish the seriousness of the behaviour or alleged incidents.
- Do not keep the information to yourself or promise confidentiality.
- Do not take any action that might undermine any future investigation or disciplinary procedure, such as interviewing the alleged victim or potential witnesses, or informing the alleged perpetrator or parents or carers.
- Do not permit personal doubt to prevent you from reporting the allegation to the Designated Child Protection Person. Record
- Word for word, what the child said.
- The date, time, location, and the names of any staff that may be relevant.
- The factual concerns or observations that have led to the suspicion of abuse or neglect (e.g. any physical, behavioural or developmental concerns).
- Any other information that may be relevant.



Closed Circuit Television (CCTV) Policy

Introduction

This policy sets out the purpose for collecting Closed Circuit Television (CCTV) footage, how the CCTV system will be operated, and how privacy impacts will be minimised. The Policy follows best privacy practice to ensure that any image captured, collected and stored is handled in an appropriate and confidential manner that protects an individual's right to privacy in accordance with the Privacy Act 1993 (the Act).

Application of the policy

This Policy applies to CCTV network owned and operated by the Bush Multisports Trust. The Policy applies to all employees, affiliates or hirees of the Bush Multisports Trust and the general public who may enter the areas where CCTV is in operation.

Purpose for collection of CCTV

The Bush Multisports Trust operates the CCTV network and collects footage the following purposes:

- i. Deter criminal activity from occurring in public, this includes but is not limited to vandalism, theft and anti-social behaviour.
- ii. Monitor and respond to any activities and/or events which could affect the delivery of the services the BMST is providing at that location.
- iii. Monitor and respond to health and safety situations. Including but not limited to safety at Council/BMST owned assets and facilities, traffic incidents and civil defence situations.
- iv. Provide evidence of non-compliance with Council regulations or bylaws and/or central government legislation, including but not limited to the Building Act 2004, the Resource4 Management Act 2002, and the Dog Control Act 1996.
- v. Provide evidence to the Police, court or a public sector agency where it is necessary for them to uphold the law.
- vi. Where a member of the public believes a crime has been committed which may have been captured by a camera, they should in the first instance report the matter to the Police.
- vii. Where a member of the public has concerns about health and safety matters or compliance with BMST /TDC Council regulations which may have been captured by a camera, they should in the first instance report instance to the Bush Multisports Staff to investigate.

CCTV Cameras

The Bush Multisports Trust operates cameras throughout the Park. A list general location of CCTV cameras is attached.

Location of the CCTV Cameras

- i. In accordance with the Act the Bush Multisports CCTV Camera are / will be positioned to observe public spaces but will not unreasonably intrude on a person's privacy.

Signage for CCTV Cameras and Operating times of CCTV

- i. Where CCTV is operated signage will be displayed at the main access points of the perimeter of the CCTV systems range to notify people that cameras are operating.
- ii. The Bush Multisports CCTV is in operation on a continuous basis.

Bush Multisports Management of CCTV footage

- i. All information collected by the Bush Multisports will be stored securely. Access to the Bush Multisports CCTV network is protected by a password.
- ii. A log of access to CCTV footage will be maintained by authorised Bush Multisports Staff.
- iii. Only authorised Bush Multisports Trust staff have direct access to the bush Multisports Trust CCTV network and CCTV footage.
- iv. The New Zealand Police will be provided access to CCTV footage.
- v. Any criminal activity captured by the Bush Multisports CCTV network will be forwarded by Bush Multisports Staff to the New Zealand Police for investigation.
- vi. In accordance with the Act any CCTV footage will be made available to the Police, a court or tribunal proceeding, or a public sector agency where it is necessary to uphold the law.
- vii. The general public and media shall not have access to any CCTV footage, unless a person is requesting to access footage of themselves.
- viii. Any person may request to access CCTV footage of themselves, but this request will be accessed in accordance with the Ac. In particular, the request will be access in relation to the ability to readily retrieve the footage and to maintain the privacy of any other identifiable individual in the footage.
- ix. The Bush Multisports will respond to requests for footage as soon as reasonably practicable and in a case within (20) working days.
- x. If a request to view the footage cannot be granted by an authorised Bush Multisports Trust staff a written or oral description may be provided by the footage.

Enquiries and Complaints

- i. Any person, who has queries about the Policy or the operation of the CCTV Camera's should be in the first instance contact the Bush Multisports Office.
- ii. If the complaint relates to an issue of privacy, a complaint may also be made to the Privacy Commissioner.

Glossary

Unless the context requires otherwise, the definition of words or terms used in this Policy are also those in the Privacy Act 1993.

Criminal Activity means any violation of the law where a person is liable to punishment for a criminal offence. A criminal act often threatens and harms public safety, property and/or welfare.

Public Spaces means spaces that are completely accessible to the public, such as streets, footpaths and public reserves.

The Act means the Privacy Act 1993 (including any subsequent amendments).

Location of Camera

The Sale Yards Wheel Park.

The Bush Multisports office entrance.

The Bush Multisports main stadium door.

The Bush Multisports stadium carpark.

The Gym and Changing room entrance

Grandstand public toilets

The Bush Multisports Turf Pavilion

SOCIAL MEDIA POLICY

Introduction

The BMST Social Media and Communication Policy has been developed to serve the best interests of its users. Social networking through the use of internet-based and other electronic social media tools are integrated into everyday life. BMST recognizes and embraces the use of the internet to improve and increase the flow of information, shaping public thinking about our organization, users and sponsors.

The BMST is committed to supporting your right to interact knowledgeably and socially through electronic communication, blogging, wikis and interaction in Social Media.

This Policy seeks to protect the privacy, confidentiality, and interests of BMST current and potential members.

Definition

Social media is defined in this policy as interactive platforms via which individuals and communities create and share user-generated content. Social media technologies take on different forms; including websites, Internet forums, web blogs, social blogs, wikis, photographs or pictures, video, rating and social bookmarking.

Purpose

The purpose of the BMST Social Media and Communication Policy is to provide BMST users with guidelines to eliminate any confusion concerning the use of internet communication and Social Media.

Players, coaches, administrators, supporters and members of the public on the Bush Multisports Park that are on social media and the BMST embrace this conduct and medium to communicate and interact with participants. These guidelines will help BMST Users make appropriate decisions about the use of electronic communication and social media tools for both professional and personal use.

BMST Facility Manager and officials are encouraged to use social media to help promote sport and recreation held at BMSP and in the Tararua District.

BMST recommends that clubs also consider procedures to ensure that their official messages are also provided through an authorised club source.

Guidelines

The BMST embraces the value of using electronic communication tools and social media to build more meaningful relationships with its users. If you are a person affiliated with the BMST using SMS, emails, social media, or if you are discussing the BMS or BMST business related issues in your personal use of social media platforms, you are required to follow this policy.

Electronic Communication and Social media tools include:

- SMS and emails
- Websites
- Social networking sites such as Facebook, Linked In
- Video and photo sharing websites such as Flickr, You Tube, Multiply
- Micro-blogging sites such as Twitter
- Weblogs, including corporate blogs, personal blogs or blogs hosted by traditional media publications
- Forums and discussion boards
- Online encyclopaedias such as Wikipedia
- Any other web sites.

The policy expects BMST Users to respect differences, appreciate the diversity of opinions and speak or conduct themselves in a professional manner when using social media. They have a responsibility to ensure that:

- Any information about the BMST is informed and factually accurate
- If you notice inappropriate or unlawful content online relating to the BMST that may otherwise have been published in breach of this policy, you should report this to the BMST
- If you are offering your personal perspective on the BMST, be mindful that your commentary and opinion does not cause damage to the BMST or its interests
- Internet postings should not include the BMST logos unless permission is asked for and granted

In conducting social media activities, BMST Users should:

- **Be aware** - Always remember that your social media usage is publicly visible. Consider what you publish and with whom you share information and be alert for potential adverse inferences which may be drawn from content you publish.
- **Be polite** – BMST prohibits conduct on social media which is obscene, threatening, discriminatory, defamatory, insulting to another party or any conduct that would not otherwise be acceptable in the general workplace or sporting field.
- **Respect the law** – This includes the laws governing:
 - defamation, discrimination, harassment and copyright, and you should attribute work to the original author or source, where possible; and
 - privacy, meaning you must not disclose other people’s personal information in conducting electronic communications and social media activities.

BMST Users are encouraged to

- seek permission before identifying other people
- have your Social Networking profiles set to private
- always log out of social media on your smart phones, laptop, public computer
- only accept Social Networking friends request from people you know and trust
- not start or join any offensive or controversial social media group.

Complaints

The BMST aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint about a person/s or organisation bound by this policy if they reasonably believe that a person/s or a sporting organisation has breached this policy. Non-compliance Members may face disciplinary action at the discretion of the Bush Multisports Trust Board for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another person or organisation. Under certain circumstances, cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) may be considered a criminal offence that can be reported to the police. In addition, members who publish false or misleading comments about another person or organisation in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



Bush Multisport Park

Emergency Evacuation Plan

When you hire the Bush Multisport Park facilities you are required to comply with the following Emergency Evacuation Procedures in accordance with requirements set by the NZ Fire Service.

Each user group or hire group must appoint a **building warden**. The warden is responsible for evacuating occupants from their area of the building in the event of an emergency, via the nearest exit, to the place of safety. The warden needs to be aware of the location of any disabled persons remaining in the building and check toilets before vacating.

*When our bar is opened the Bar Manager assumes the role of building warden.

Warden recommendations with events of the following numbers...

- Up to 300 persons – 2 wardens
- 300 to 500 persons – 3 wardens
- 500 plus persons – 4 wardens

It is recommended that these wardens be clearly visible by wearing a high visibility vest (some can be arranged with the BMST Administrator).

Note: when multiple wardens are present there should only be one building warden and others become floor wardens (building warden is in charge of overall responsibility).

Warden Responsibility

- Wardens need to be aware of all the exits and the location of Fire Alarms and point these out to the occupant group they are responsible for.
- In the event of a fire, the warden needs to ensure that the Fire Service has been called. **Dial 111**
- Advise occupants to assemble at the place of safety. **Stadium Pahiatua** this is the **main car park** and **Turf Pavilion** this is the **Pavilion access off Tyndall Street**.
- The warden is responsible for advising the Fire Service, on their arrival, of the evacuation status, including the location of any persons with disabilities.

*Any person or persons, other than the warden, who discover a fire, are responsible for sounding the Fire Alarm, before vacating the premises.

INFORMATION FOLLOWING FROM BUSH MULTISPORT PLAN....

Emergency Management

Bush Multisport recognises the need to be prepared for emergency situations that may be encountered. We aim to be proactive and plan for all stages of emergency; before disaster strikes, after disaster strikes, rebuilding a stronger future and providing leadership through all aspects and stages.

To be effective this emergency management should be read and well understood by all.

This document is available electronically,

When disaster strikes

The first priority in the event of an emergency is for the safety of all people present!

Raise the alarm

PROCEDURES

When Emergency Services are required

1. Call from a safe place, using a cordless or mobile phone if practical
2. For emergency services dial 111 and ask for the service you require:
 - FIRE.
 - POLICE.
 - AMBULANCE.
3. When the appropriate service answers, *STAY CALM*, give your name, details of the emergency, and street address
 - which is:
 - 57 Huxley Street Pahiatua.
 - 06 376 6622.
4. Do not hang up until told to do so by the Emergency Service
5. Make sure someone is available to direct the emergency service to the scene if possible

Immediately after calling 111, activate the emergency procedure

Use an alternative phone if emergency services ask you to keep the line available

Emergency contacts (other than 111)

1. MEDICAL CENTRE – Bush Medical Centre- 06 376 6466
2. HOSPITAL - 50 Ruahine Street, Palmerston North
- 06 356 9169
3. ELECTRICIAN – MacDougalls or Managh Electrical
4. PLUMBER – Mike James
5. INSURER – Aon

Fire

Ensure you are familiar with the building evacuation procedure, displayed in each of the buildings, available electronically or request or in hard copy from Bush Multi Sport Office

If you discover a fire:

You must know and understand what to do if a fire occurs.

Your first concern is the immediate safety of all people present.

Once everyone is evacuated, contain the fire but only if it is safe to do so.

If help is available, allocate responsibilities below to others to create a competent firefighting team.

1. Activate the nearest alarm
2. Call emergency services (dial 111)
3. Evacuate people from the area to the designated assembly point
4. Do not extinguish the fire unless there is no personal danger to you or anyone else

Precautions

Do not endanger yourself

Make sure you have an escape route, always keep between the fire and your escape route

Do not use water on petroleum or electrical fires

Do not leave the site unattended if there is a risk of further outbreak, ensure site access is prohibited

Using a fire extinguisher

Make the extinguisher ready for use by breaking the seal/removing the safety pin

Carry the extinguisher to the fire

Keep yourself low to reduce the effect of heat and smoke

When in position, aim the extinguisher at the base of the flames

Discharge the extinguisher in a sweeping motion across the base of the flames

Keep going until you have completely extinguished the fire

If the fire becomes uncontrollable, or there is too much heat or smoke for safety, leave immediately

If the fire alarm sounds:

1. Walk quickly to your nearest exit
2. Make sure any visitors leave the building with you, ensure someone, if not you, checks Visitor Register to ensure everyone is safely out of the building
3. Do not stop to take personal items with you
4. After evacuation, meet at the assembly point

Earthquake

During the earthquake, keep calm and stay indoors where practical, do not go sightseeing. Keep calm.

1. Move away from windows, equipment, and shelves that may fall
2. Drop, cover and hold, use a doorway or get under a strong table or other sturdy structure
3. Do not try to evacuate until the shaking has stopped
4. Be prepared for aftershocks

When the shaking stops:

1. Keep calm and help those who need assistance or are injured (refer to first aid section of this document)
2. Turn on your radio for advice. Radio Stations to listen to are:

Radio Stations

More FM (92.2), The Breeze (FM 98.6), Classic Hits (FM 97.8), Newstalk ZB (AM 927, FM 100.2), Radio Live (FM 93.8), Radio NZ (AM 1449, FM 101.0)

3. Wardens will designate people to turn off water, all electrical sources and gas taps (refer to building floor plan section)
4. Check for damage to stairways and for fallen debris at your exit to determine a safe exit route
5. Check for hazards and extinguish any fires if safe to do so (refer to using a fire extinguisher section of this document)
5. Evacuate if instructed to do so, make sure any visitors leave the building with you, ensure someone, if not you, checks Visitor Register to ensure everyone is safely out of the building
6. Do take personal items with you
7. Go to the assembly point and await further instructions
8. If the assembly point is unsafe, (i.e. subject to liquefaction), the warden will nominate an alternative assembly point
9. When help is needed go to your nearest civil defence post

Civil Defence Centres

The appropriate Civil Defence Centre will be announced should an emergency occur, please listen to one of the radio stations above for advice on where the appropriate Centre is for the Pahiatua.

If you need to evacuate or the fire alarm sounds:

1. Walk calmly to your nearest exit
2. Make sure any visitors leave the building with you, ensure someone, if not you, checks Visitor Register to ensure everyone is safely out of the building
3. Do take personal items with you
4. Go to the assembly point and await further instructions
5. If the assembly point is unsafe, (i.e. subject to liquefaction), the warden will nominate an alternative assembly point
6. When help is needed go to your nearest civil defence post

Flooding (in building, e.g. sprinklers)

1. Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else
2. Try to identify the source of the flooding if safe to do so
3. Contact a Warden or someone capable to assist if required
4. Prepare to evacuate

Flood (Natural Disaster)

1. Shut off the power and water and turn off electrical appliances if there is no personal danger to you or anyone else.
2. Move vital records to highest accessible point if safe to do so.
3. Notify emergency services.
4. Prepare to evacuate.

Other Emergency Situations

Unwanted Visitor

If a person is displaying unusual behaviour:

1. Keep calm, make no sudden movements
2. Do what the offender asks within reason
3. Try to memorise as many details about the offender as possible
4. Notify police as soon as it is safe to do so. Leave the telephone line open until police arrive

Bomb Threat

When a bomb threat is received or a suspicious object is discovered, it must be treated as a genuine threat until proven otherwise.

Do not touch or move any suspicious object. Treat unusual or suspicious objects as a bomb, as they can be made to resemble almost anything. The Police will determine the action to take with the object.

1. Keep calm
2. Keep the person talking – don't interrupt
3. Let them feel in charge – keep the person on the line, don't hang up
4. Ask Bomb Threat Checklist questions and record responses (refer to bomb threat check list section of this document)
5. Do not operate the manual alarm points or electrical switches or use a mobile telephone as this may activate the device
6. Attract assistance if possible and have this person alert staff and notify Police on 111
7. Evacuate the building if directed to do so by the Police (but do not hang the telephone up on the caller)

Bomb Threat Check List



Place this card under your telephone

BOMB THREAT CHECK LIST QUESTIONS TO ASK:

1. When is the Bomb going to explode?

2. Where is the Bomb?

3. What does the Bomb look like?

4. What kind of Bomb is it?

5. What will make the Bomb explode?

6. What is the Explosive Type and Quantity?

7. Why did you place the Bomb?

8. What is your name?

9. Where are you?

10. What is your address:

EXACT WORDING OF THREAT:

ACTION

Report call immediately to: _____
Phone Number: _____
Trace 111 _____
Police Advised: _____
Date/Time: _____
Members name: _____

CALLER'S VOICE

Accent (specify): _____
Any impediment (specify): _____
Voice (loud, soft, etc): _____
Speech (fast, slow, etc): _____
Diction (clear, muffled): _____
Manner (calm, emotional, etc): _____
Did you recognize the voice? _____
If so, who do you think it was? _____
Was the caller familiar with the area? _____

THREAT LANGUAGE

Well spoken: _____
Incoherent: _____
Irrational: _____
Taped: _____
Message read by caller: _____
Abusive: _____
Other: _____

BACKGROUND NOISES

Street noises: _____
House noises: _____
Aircraft: _____
Voices: _____ Standard Call: _____
Music: _____ 111/Cellular: _____
Machinery: _____ STD: _____
Vehicle (Cellular): _____
Other: _____

OTHER

Sex of caller: _____
Estimated age: _____

CALL TAKEN

Date: ____ / ____ / ____ Time: _____
Duration of call: _____
Number called: _____

RECIPIENT

Name (print): _____
Telephone number: _____
Signature: _____

PCI 940
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First Aid

- **Control of bleeding**

1. Apply direct pressure to wound – use your hand(s) (wear gloves)
2. Elevate (raise) the limb
3. Apply a pad and firm bandage
4. If necessary use clean rags or clothing

Remember

Always check circulation below the bandage. If there is tingling, numbness or blueness, loosen the Bandage.

- **Poisoning**

1. Seek medical advice or call an ambulance

Remember

Do not make the person vomit without advice from a medical professional. Do not give fluids without advice from a medical Professional.

Or you can contact the National Poisons Centre on 0800 764 766

- **Foreign bodies in the eye(s)**

1. Wash the eye(s) with clean cool water
2. If the foreign body is stuck to the eye surface, do not attempt to remove it
3. Place a covering over both eyes and send for, or take the person to, medical aid

- **Management of minor wounds**

1. Clean the wound with soap and water
2. Cover lightly with clean dressing
3. Seek medical help, if necessary

- **Breathing difficulties**

1. If a person is breathing but unconscious, turn them onto their side
2. Clear airway of obstructions, such as tongue or vomit
3. Seek medical help

- **Management of burns**

1. Cool the burnt area with cool water for 10-15 minutes
2. If necessary, cover the burn with a clean dressing or plastic wrap before removing person to medical aid

Remember

Do not burst blisters

Do not remove clothing that is stuck

Do not apply creams

- **Cardio-pulmonary resuscitation (CPR)**

Danger: Check for the safety of yourself, the casualty and bystanders

Response: Check for response, tap the casualty, gently shake and shout

Send for Help: Phone 111 and ask for an ambulance

Airway: Open airway, tilt head back

Breathing: If not breathing normally start CPR

CPR: Start CPR, 30 chest compressions, two breaths

Defibrillate: If you have a defibrillator and been trained in its use, attach an AED and follow the machine prompts

To check for normal breathing

1. Tilt head back and raise chin forward

2. Checking for normal breathing

a. Look for movement

b. Listen for breathing

c. Feel for breath on your cheek

d. If casualty is not breathing normally, turn on back, start CPR

3. CPR

a. Position hands in centre of chest, push down firmly and quickly 30 times

b. Breathing: With head tilted back, pinch nose and seal your mouth over patient's mouth. Blow twice into casualty's mouth.

Take care if poisoning is suspected. Make sure there is no residual poison in the mouth, consider mouth to nose resuscitation

b. Chest Compressions: Push down on chest firmly and quickly 30 times

Continue with two breaths and 30 pumps until help arrives

If reluctant to give mouth to mouth, continue with chest compressions

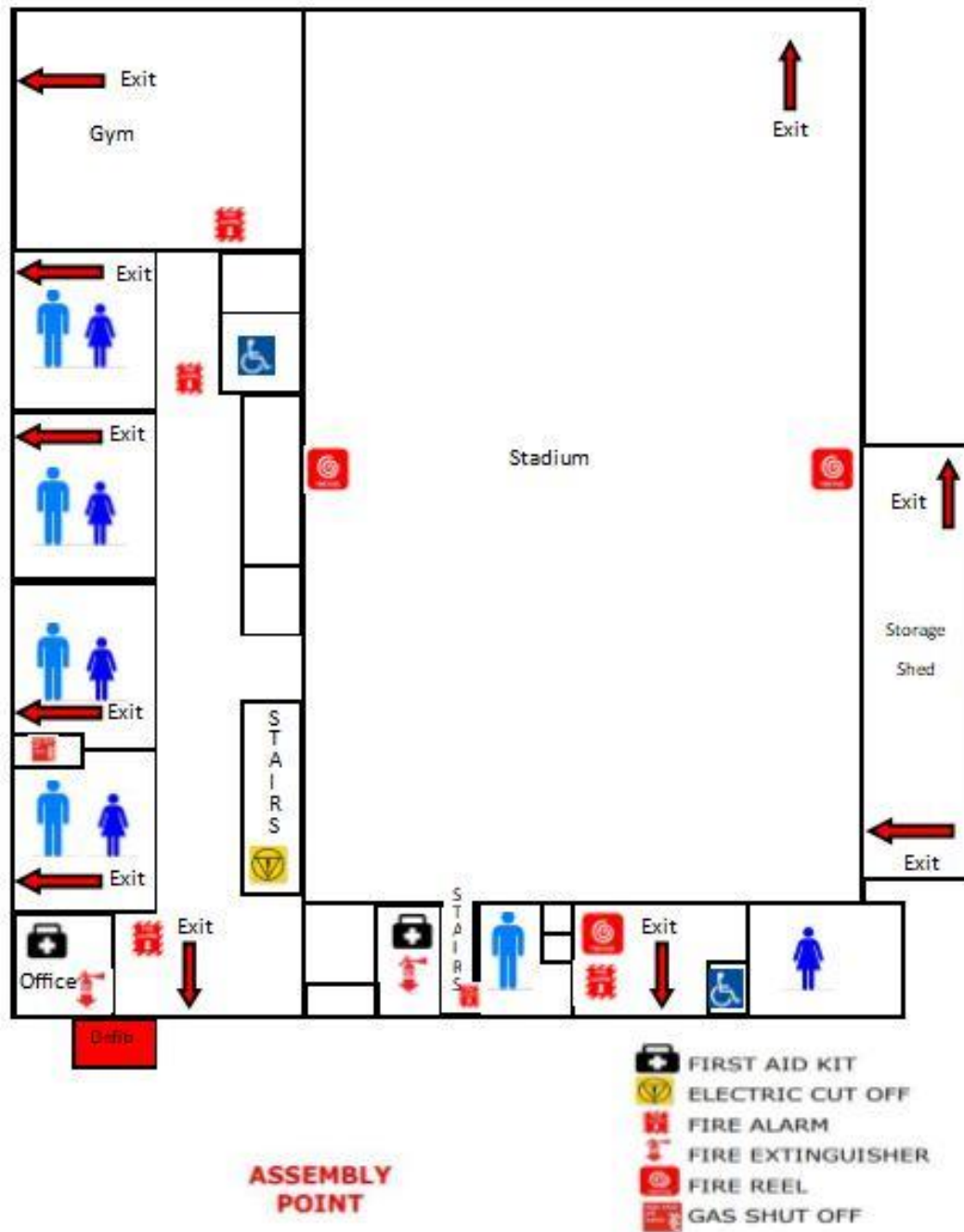
CPR is needed if a patient has collapsed, is not responsive and is not breathing normally

Casualties who have collapsed should be carefully assessed to decide what emergency care is needed

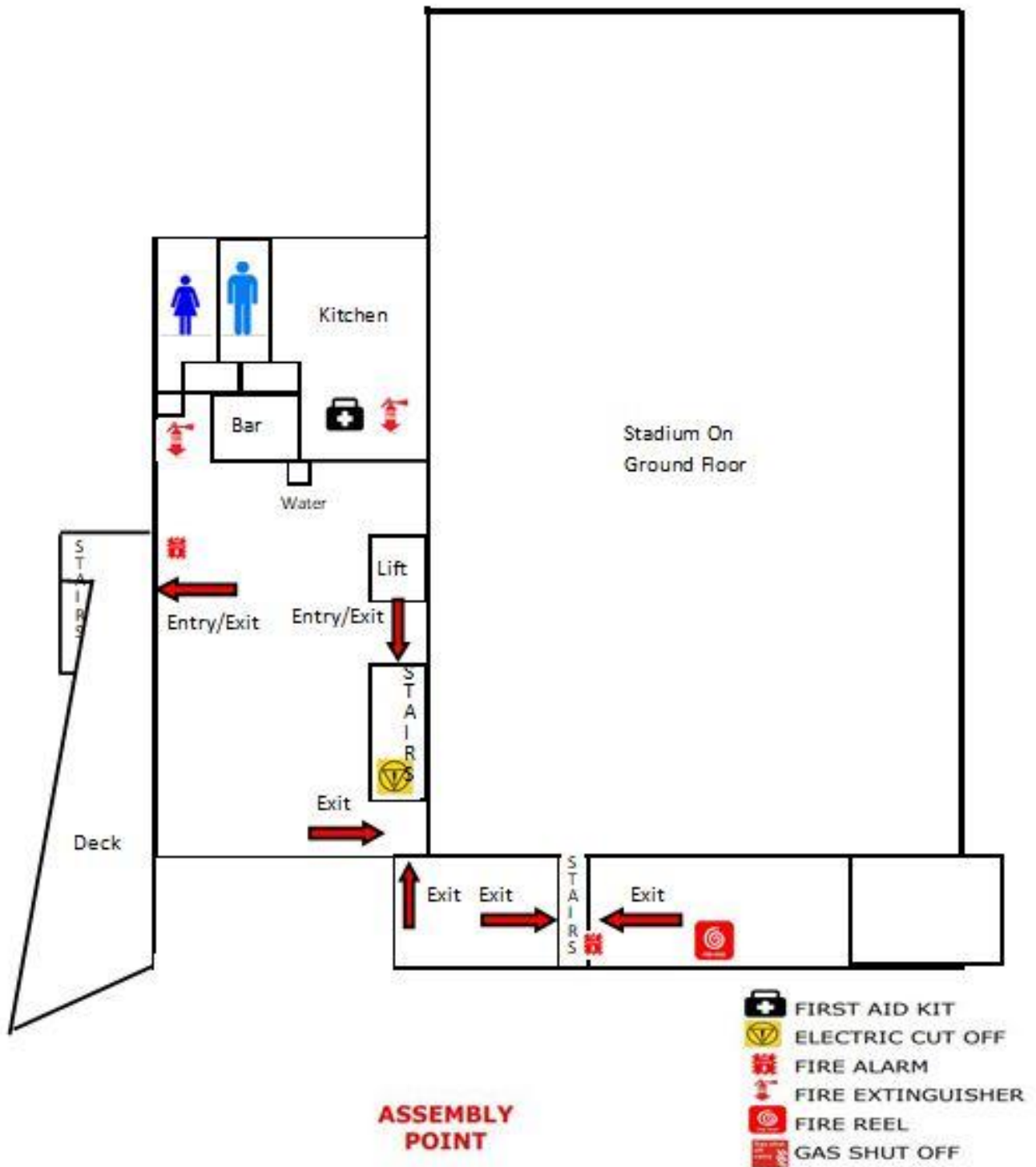
Chest compressions are the most important part of CPR

If for any reason you cannot give rescue breaths to a patient, DO attempt chest compressions

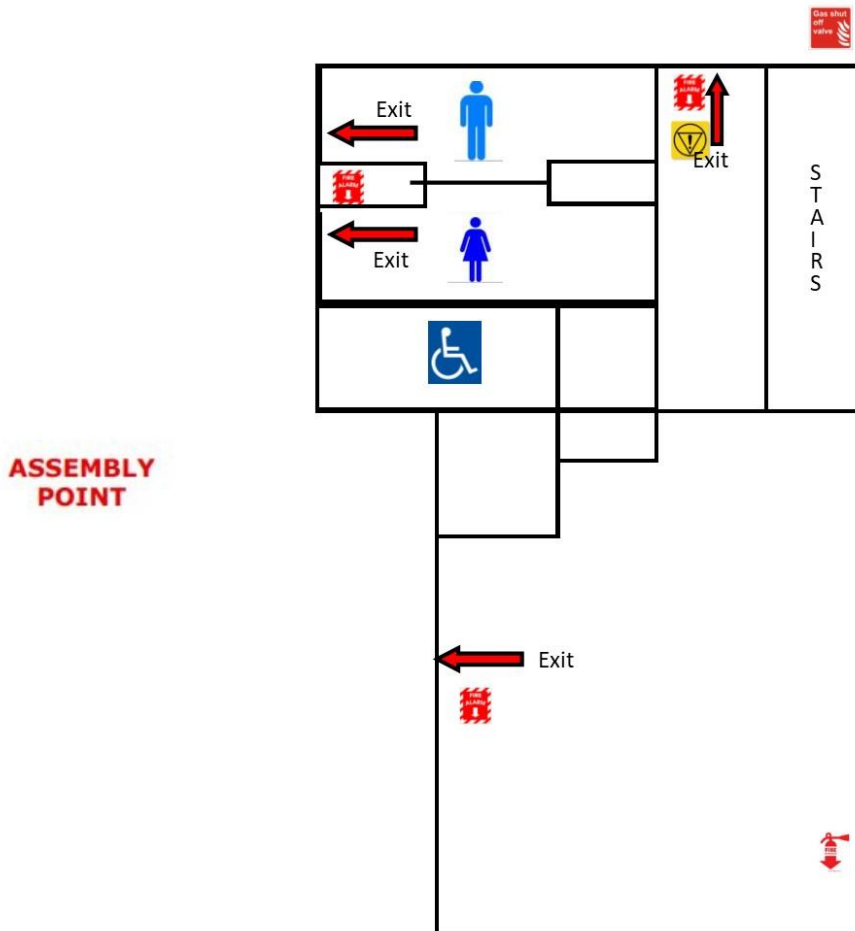
Stadium Ground Floor



Stadium First Floor

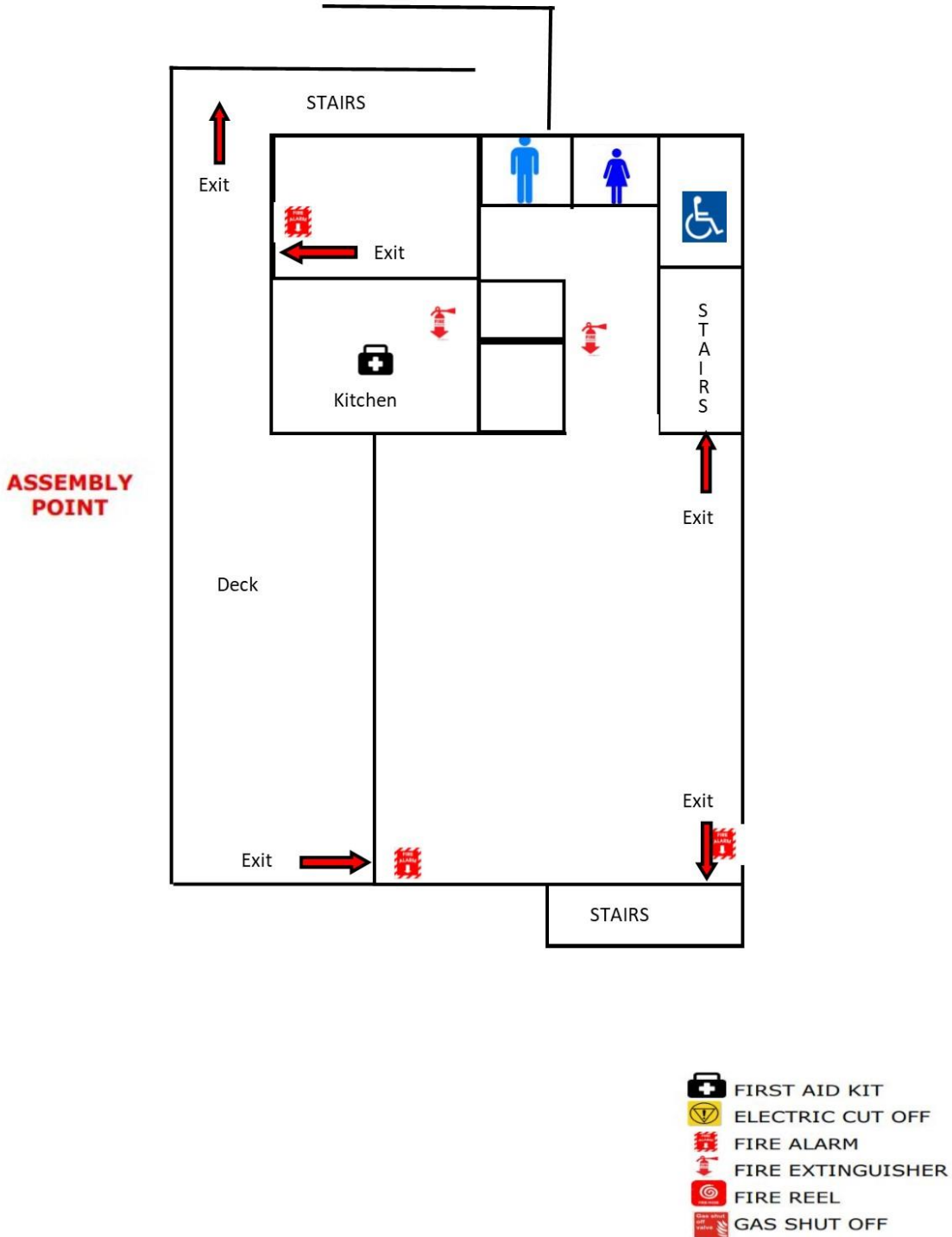







Turf Pavilion Ground Floor



-  FIRST AID KIT
-  ELECTRIC CUT OFF
-  FIRE ALARM
-  FIRE EXTINGUISHER
-  FIRE REEL
-  GAS SHUT OFF

Turf Pavilion First Floor



-  FIRST AID KIT
-  ELECTRIC CUT OFF
-  FIRE ALARM
-  FIRE EXTINGUISHER
-  FIRE REEL
-  GAS SHUT OFF