skateboarding.nz

Policies Overview

July 2026

Skateboarding NZ Policies Overview

Commitment to Te Tiriti o Waitangi

Skateboarding NZ recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document.

Skateboarding NZ is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

Purpose

These policies aim to provide a safe, inclusive and enjoyable environment for everyone involved in the sport/activity of skateboarding and Skateboarding NZ's associated activities.

Overriding Aim

Skateboarding NZ aims to create a culture within our sport so that we all can feel safe, valued and passionate.

Skateboarding hopes to create an environment where all can express themselves and enjoy their passion whatever the style or nature of their interest in the sport.

Values

- Skateboarding NZ understands everyone involved in the activity/sport takes part because of a shared passion for the activity/sport and care for the people involved.
- People are expected to show respect and courtesy in their interactions with others.
- Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in the activity/sport.
- Everyone involved in the activity/sport joins with good intentions, and we are all expected to do our part responsibly and to comply with our policies and rules.

Application

These policies apply to anyone involved in the sport of skateboarding whenever they are participating in, attending, or otherwise engaging with Skateboarding NZ activities or events.

This includes all volunteers, participants, supporters, club members, service providers, employees, board members, officials, coaches, and families.

Reporting a Breach

Individuals who wish to report an alleged breach of any of the following policies should follow the Skateboarding NZ Complaints Policy and Procedure.

The Skateboarding Complaints Policy and Procedure has been developed to provide a safe and simple way for any person interacting with Skateboarding NZ to lodge a complaint or concern.

Skateboarding NZ Suite of Policies

Skateboarding NZ is consistently in the process of improving and developing our processes. Policies will be added, adjusted and removed as we evolve.

The list of Policies currently provided by Skateboarding NZ can be found below:

- Equality, Diversity & Inclusion Policy
- Code of Conduct Policy
- Child Safeguarding Policy
- Digital Communications Policy
- Media Policy
- Conflict of Interest Policy
- Transgender Policy
- Complaints Policy and Procedures

Equality, Diversity & Inclusion Policy

Background

Skateboarding has a history of diversity and inclusion. It is an activity that has historically supported all individuals to express themselves and their passion.

The basis of inclusion, diversity and equality is compassion, acceptance and understanding. These 3 principles/behaviours underpin the unique diverse culture of skateboarding. Skateboarding NZ aims to promote these 3 principles philosophically to help nurture a culture of inclusion, diversity and equality.

Purpose

Aotearoa New Zealand is a country of people from many cultures, beliefs and backgrounds. We want to let people know we are a welcoming, accessible, safe place for all people. Our activity/sport is committed to including and celebrating diversity and people from all backgrounds. Everyone involved in the activities of Skateboarding NZ needs to play their part to make our sport a safe, welcoming space for everyone and to encourage participation by as many people as possible.

Inclusion

We know there are different ways of thinking, doing things, working and feeling connected that may differ from our own. It is okay to be different in the same place. We want to enable everybody to bring their whole self to skateboarding and engage in the activity/sport.

We believe everybody has the right to participate within an inclusive and safe space and to be treated with respect, care and a positive attitude. We believe at its heart, inclusion is simple: no one is left out. That means more than saying everyone is welcome. It means taking action to include people in opportunities and that people feel they are included and belong.

Diversity

We believe there is strength in diversity. We welcome people of all races, sexuality, neuro-diversity, cultural, ethnic, religious and socio-economic backgrounds. We encourage people from all cultures and backgrounds to become involved in the sport as participants, volunteers, employees and supporters. We aim to make our activity/sport governance and management bodies representative of our community.

Code of Conduct Policy

Purpose

This code aims to:

- provide guidance on the behaviour expected of all people when participating in Skateboarding NZ's activities
- support an inclusive environment where all people are treated with dignity, respect and courtesy.

Application

This code applies to anyone involved in Skateboarding NZ's activities and its regional and national organisations, where applicable. This includes volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants.

Compliance with this Code is a condition of participation in Skateboarding NZ activities.

It is to be read together with Skateboarding NZ's other policies and procedures.

Expected Behaviours (Our Code)

Everyone is expected to:

- act in good faith towards the skateboarding community
- follow the principles of fair play, and encourage others to do the same
- respect the rights, dignity and value of others
- be considerate and treat everyone fairly and equally
- communicate with others in a way that is honest and considerate
- behave responsibly and ethically
- not behave in a way that is discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate towards others, in person or online
- remain free of the influence of drugs, performance enhancing substances and alcohol while involved in activities
- ensure safe and healthy practices
- report breaches of this code or any of Skateboarding NZ's policies and procedures in a timely and appropriate way in accordance with Skateboarding NZ's complaints procedures.

Participants are expected to:

- take part and play fairly with consideration for others

- play by the rules of the activity/sport
- be respectful of officials, judges, coaches, team managers, teammates, and other competitors.

Family/whānau of participants are expected to:

- lead by example
- remember participant enjoyment of the activity/sport is most important
- encourage participants, not force them
- focus on participant effort and performance, not the end result
- never punish participants for making a mistake or not winning
- encourage participants to play by the rules of the sport
- encourage low-level resolution of disagreements
- be appreciative of officials/referees, coaches, supervisors and team managers, and respect their decisions.

Coaches/supervisors are expected to:

- lead by example
- respect and treat all participants fairly and equally
- support participants to reach their desired potential, keeping in mind their individual talents, developmental stages and sporting/activity goals
- seek to provide participants with equal attention and opportunities
- operate within the rules of the activity/sport, and the principles of fair play, while encouraging participants to do the same
- advocate a sporting environment free of drugs, alcohol and performance enhancing substances as guided by Drug Free Sport New Zealand
- display courtesy, respect, honesty and professionalism to everyone involved in the activities of Skateboarding NZ, including family/ whānau, other competitors, coaches, officials, judges and team managers
- maintain appropriate professional boundaries with participants, and not engage in relationships that involve an actual or perceived power imbalance (particularly with participants under 18 years of age)
- accurately represent all qualifications, experience, competence and affiliations they have
- provide a quality service to participants, including:
    - maintaining qualifications as appropriate
    - providing structured training that is appropriate to participants' needs and goals
    - seeking advice and assistance where required.
- provide a safe sporting environment, as far as possible by:

- taking reasonable steps to ensure all equipment and facilities meet health and safety standards
- taking reasonable steps to ensure equipment, rules, training and environments are appropriate
- encouraging participants to seek medical advice when sick or injured
- being considerate and proactive toward sick and injured participants
- be alert to and appropriately respond to the potential abuse of participants, including verbal, physical and emotional abuse.

Team managers/supervisors are expected to:

- be responsible and accountable for the overall management and wellbeing of the team/group
- create a collaborative and inclusive team/group environment.
- have a good understanding of Skateboarding NZ policies and other relevant rules or guidelines, ensuring the team/group acts in accordance with them.

Organisation based judges/officials are expected to:

- officiate competitions fairly and impartially, placing participant safety at the heart of their approach
- have a thorough understanding of the competition rules
- condemn unsporting behaviour and encourage respect for competitors
- support other referees/officials and encourage respect for them
- treat all participants equally, and with dignity and respect and
- act with integrity and professionalism.

Child Safeguarding Policy

Background

Working with children and young people is a privilege. Children and young people have the right to thrive in safe and supportive environments within the play, active recreation and sport system.

Play, active recreation and sport is a vital part of life. It offers fun, great pride, a sense of achievement and is a positive influence in the lives of many children and young people, including building self-esteem, resilience, routine, teamwork and a sense of belonging.

However, the wellbeing of children and young people in play, active recreation and sport depends on appropriate measures being in place to support their safety and welfare.

The purpose of this policy

This policy sets out Skateboarding NZ's commitment to the protection of children and young people. The policy is designed to:

- set standards to protect children and young people, our staff, volunteers and contractors
- contain procedures for our staff, volunteers and contractors to guide them in identifying and reporting child abuse and neglect to meet our obligations under the Children's Act 2014
- create a mandatory requirement for all staff, volunteers and contractors to report any concern about the safety of a child or young person, no matter how small they believe it may be, to one of our Child Safeguarding Representatives
- outline the procedures to be followed by staff, volunteers and contractors when responding to safeguarding concerns
- promote a safe environment for Skateboarding NZ's activities and guide staff in how to respond if there are concerns about a child or young person.

Scope – who does the policy apply to?

Staff

This policy applies to all staff who are employed, volunteer or are engaged/contracted by Skateboarding NZ, including board members. The term "staff" is used in this policy to cover all the people named above.

Children and young people

This policy applies to all children and young people up to 18 years of age who are taking part in Skateboarding NZ activities. It also applies to any other children, who may not be directly taking part in Skateboarding NZ activities, but who staff may have contact with, such as child spectators or siblings.

Skateboarding NZ's commitment to child protection

The following commitments reflect Skateboarding NZ's guiding principles and intended standards of practice, and set out how we seek to support the safety and wellbeing of children and young people. While outcomes cannot be guaranteed in every circumstance, Skateboarding NZ is committed to taking reasonable steps to give effect to these commitments, and to applying them in good faith through its policies, processes, and day-to-day activities.

To children and young people:

We aim to:

- prioritise children and young people's welfare in our decisions.
- create an environment where all children and young people feel respected, listened to, valued and encouraged to enjoy and participate in their sport, recreation or activity.
- provide safe people to work with children and young people.
- provide staff and volunteers who are well trained and confident to respond to any concerns for the safety of a child or young person.
- listen to children and young people and take their concerns seriously.

To parents, caregivers and whānau:

We aim to:

- support and respect the vital role parents, caregivers and whānau play in the lives of their children, while prioritising the safety of the child or young person.
- communicate openly, transparently and honestly with parents, caregivers and whānau about matters affecting their child's welfare, where appropriate and consistent with the safety and privacy of the child or young person.
- raise any concerns we have in a timely manner, and offer referrals to community services that might be able to help a family through times of difficulty and change.
- be available and approachable to listen to any concerns a parent, caregiver and whānau may have about their child while they are involved in Skateboarding NZ activities.
- take every concern about a child or young person's safety seriously and respond consistently and appropriately.

- provide staff and volunteers who are appropriately trained to respond to any concerns for the safety of a child or young person.

To staff, contractors and volunteers:

We aim to:

- ensure all staff are inducted into our child safeguarding culture.
- provide clear expectations, policies and procedures to support keeping children, young people, staff, contractors and volunteers safe and protected from harm.
- provide support and regular training to assist staff, contractors and volunteers to meet these expectations.
- provide adequate supervision so staff, contractors and volunteers know who they can talk to, and understand the process to follow if they have a concern about a child or young person.

Child Protection Guidelines

Training

We are committed to maintaining and increasing awareness of how to prevent, recognise and respond to abuse through appropriate training. As a part of their induction, new staff are made aware of this policy.

Identifying child abuse and neglect

Our approach to identifying abuse or neglect is guided by the following principles:

- We understand that every situation is different and it's important to consider all available information about the child and their environment before reaching conclusions.
- We understand when we are concerned a child is showing signs of potential abuse or neglect we should talk to someone, either a colleague or supervisor - we shouldn't act alone.
- While abuse can take many forms, the important thing is for us to consider the overall well-being and the risk of harm to the child. It is not so important to categorise the type of abuse or neglect before reporting a concern.
- It is normal for us to feel uncertain, however, staff should remain alert to indicators that something may be, especially if we notice a pattern forming or several signs that make us concerned.

We recognise the signs of potential abuse:

- Physical signs (e.g., unexplained injuries, burns, fractures, unusual or excessive itching).
- Emotional signs (e.g., sleep problems, low self esteem, obsessive behaviour, inability to cope in social situations, sadness/ loneliness and evidence of self-harm).
- Behavioural concerns. (e.g., age-inappropriate sexual interest or play, fear of a certain person or place, eating disorders/ substance abuse, disengagement/ neediness, aggression).
- The child is talking about things that indicate abuse (sometimes called an allegation or disclosure).

We are aware of the signs of potential neglect:

- Physical signs (e.g., looking rough and uncared for, dirty, without appropriate clothing, underweight).
- Developmental delays (e.g., small for their age, cognitive delays, falling behind in school, poor speech and social skills).
- Emotional signs (e.g., sleep problems, low self-esteem, obsessive behaviour or evidence of self harm).
- Neglectful supervision (e.g., out and about unsupervised, left alone, no safe home to return to).
- Medical neglect (untreated medical issues).

Reporting Safeguarding Concerns

All staff, volunteers and contractors are required to report any concern about the safety or wellbeing of a child or young person as soon as practicable in accordance with this policy.

Reporting should occur as follows:

1. **Immediate safety first**
    - If a child is in immediate danger, contact emergency services (111).
2. **Reporting**
    - Concerns may be reported to:
        - a senior staff member; or
        - directly to Oranga Tamariki or Police, where appropriate.
3. **No assumption of responsibility by others**
    - Individuals must not assume that someone else has reported a concern.
4. **Confidentiality and record keeping**

- All concerns must be recorded and handled in accordance with this policy.

Response to suspected child abuse

- Every situation is different and staff should consider all available information about the child and their environment before reaching conclusions. For example, behavioural changes may arise from a range of factors (such as family circumstances, injury, or other life events) and should be assessed carefully.
- Skateboarding NZ will take into account the guidance and recommendations of relevant statutory agencies, including Oranga Tamariki—Ministry for Children and the Police where appropriate.
- Decisions about informing parents, caregivers or whānau will be made in consultation with appropriate statutory agencies where necessary, taking into account the safety and best interests of the child.
- When we respond to suspected child abuse or any other concerning behaviour staff should write down observations, concerns and relevant information in a confidential register. This will be kept separate from our other records and access will be strictly controlled.
- Staff involved in cases of suspected child abuse are entitled to have support. We will maintain awareness of relevant support services and agencies that may assist affected individuals and families.

Confidentiality and information sharing

Where appropriate, we will seek advice from Oranga Tamariki and/or the Police before identifying information about an allegation is shared with anyone, other than the CSR. Staff should be aware that:

- Under sections 15 and 16 of the Oranga Tamariki Act 1989, any person who believes a child has been or is likely to be, harmed physically, emotionally or sexually or ill treated, abused, neglected or deprived may report the matter to Oranga Tamariki or the Police. Provided the report is made in good faith, no civil, criminal or disciplinary proceedings may be brought against the disclosing person.
- When collecting personal information about individuals, staff must comply with the privacy principles under the Privacy Act 2020, including, the need to collect information directly from the individual concerned and when doing so to be transparent about: the purposes for collecting the information and how it will be used; who can see the information; where it is held; what is compulsory/ voluntary information; and the people have a right to request access to and correction of their information.

- Staff may disclose information in accordance with the Privacy Act 2020 where there is a lawful basis to do so - such as where there is a serious threat to individual health and safety.

Child safe practice guidelines

- To avoid situations where staff may be alone with children, staff should identify and manage circumstances in which one-on-one contact may occur.
- Wherever possible, an open-door policy for all services should be adopted (excluding toilets and other private facilities).
- Staff should be aware of where all children are at all times, undertaking regular and consistent head counts.
- Staff and volunteers should endeavour to undertake discussions with minors in open view of other staff, volunteers or parents.
- Any disciplinary discussions with a minor by a staff member, volunteer or parent shall be undertaken in the presence of a second adult.
- Visitors and other skatepark users should be appropriately monitored at all times by staff and volunteers and outside instructors should be supervised or authorised by Skateboarding NZ where relevant to activities.
- Staff should remain alert to other park users taking photographs or images of children and young people, and take appropriate action where such activity raises concerns.

Transportation of minors

When transporting minors Skateboarding NZ staff, contractors, volunteers or nominated parents shall observe the following guidelines:

- All drivers and coaches/chaperones travelling overseas with athletes must have completed Police vetting and reference checks with results that are satisfactory to Skateboarding NZ.
- All drivers must have a current full New Zealand driver licence or approved equivalent.
- Drivers must promptly disclose any driving-related offences or licence restrictions that may affect their ability to transport children safely.
- Staff and volunteers must not transport children or young people while under the influence of alcohol or drugs (including prescription medication) that may impair their ability to drive safely.
- Alcohol and drug testing requirements may be implemented in accordance with applicable employment agreements and relevant policies. Any disciplinary response arising from a failed drug or alcohol test will be managed in accordance with applicable employment agreements and Skateboarding NZ employment policies.

- All vehicles (private and commercial) must: have a current WOF, Registration and be appropriately insured.
- Drivers must ensure seat belts are worn by children and young people appropriately while in transit.
- Speed limits must be adhered to, and weather conditions must be taken into account.
- Written consent must be obtained from a parent or guardian before their child travels in a vehicle driven by another adult as part of Skateboarding NZ activities.
- Pick up and drop off locations and expected departure and arrival times must be clearly communicated to children and young people, staff, volunteers, parents and caregivers well in advance of any organised travel. ·
- Relevant staff and volunteers must have up to date contact details for a parent or guardian of a child or young person travelling with Skateboarding NZ prior to departure.
- Contact details of key staff must be communicated to children, young people, parents, caregivers, whānau, staff and volunteers well in advance of any organised travel.
- Drivers can remove a child or young person from the vehicle for bad behaviour, but must not leave them unattended. The child or young person's parents, caregivers or whānau, should be contacted for pick up.

Digital Communications Policy

Policy Statement

Skateboarding NZ encourages everyone involved in play, active recreation and sport to communicate with others in a way that is safe, appropriate and mana-enhancing. Skateboarding NZ supports the use of social media as a way of communicating information and encouraging engagement and participation.

Everyone should represent themselves and Skateboarding NZ appropriately online at all times. Individuals engaging in Skateboarding NZ activities should be mindful that their conduct online may reflect on Skateboarding NZ and the sport more broadly.

Background

The internet and social media have changed how we communicate. They allow information, including photos and videos to be shared, in real time, to a potentially large audience.

Skateboarding NZ recognises the value of social media in engaging with members of the activity/sport and reaching others who may be interested. Skateboarding NZ recognises social media can raise its profile, and that of its participants. Skateboarding NZ also recognises that social media can cause harm.

It is important everyone is aware of the need to use social media in a safe and appropriate way, and the consequences of not doing so.

Purpose

This policy aims to help people involved in Skateboarding NZ activities:

- use social media, internet and email, safely and appropriately.
- reduce the risks involved with using social media, while supporting the benefits.

Application

This policy applies to anyone involved in Skateboarding NZ activities and its community. This includes volunteers, participants, supporters, club members, employees, service providers, and families / whānau of participants.

For the purposes of this policy, "social media" includes any online site/forum for uploading and sharing information.

This policy applies to all use of social media, internet and email where it relates or references Skateboarding NZ. This includes: writing, commenting on, editing and uploading material to blogs, forums, social networking sites, dating apps and sites, photo and video sharing sites. Information includes written information, cartoons, GIFs, images, photos and videos.

Use of Digital Communications

Any use of social media, email and internet related to Skateboarding NZ should follow the guidelines set out below:

- Use common sense.
- Don't say anything you wouldn't say face-to-face with the person.
- If in doubt, don't share it.
- Be clear: Make it clear whether your views are your own or on behalf of an organisation.
- Protect your privacy: Do not share anything online that you would not be happy for anyone to see. Be careful about disclosing your personal details.
- Be aware that online content may be permanent and widely accessible.
- Be respectful: Be polite, respect your audience, and keep disagreements professional.
- Do not misrepresent your identity or knowingly provide false or misleading information.
- Take reasonable steps to ensure that information is accurate. Write only what you know to be true.
- Disclose interests: If you have a personal interest in something you are discussing, point it out. If you are supporting or recommending something you are involved with, or have a close relationship with, honestly state your involvement or relationship.
- Reasonable and appropriate use: If you are an employee of Skateboarding NZ, ensure that your personal use of social media, email or internet does not affect your work commitments or productivity.
- Respect confidentiality: Protect Skateboarding NZ's confidential information. This includes information that is not publicly accessible, commonly known, or not expected to be shared outside of Skateboarding NZ.
- Respect others' privacy: Do not share personal information or images of others without appropriate consent, or where you have been asked not to do so. Remove information about another person if they ask you to.

- Safeguarding children: Do not share pictures of children or information about them online unless it is safe, appropriate, consistent with Skateboarding NZ policies and you have obtained the consent of the child and/or their parent or guardian as appropriate.

Media Policy

(Photographing, Filming and use of Images of Children and Young People)

Background

Capturing images and videos of children and young people is a great way of celebrating achievements and promoting the activity, recreation or sport. Coaches use photographs and videos to assist with coaching and skill development.

However, advances in technology mean that children and young people are at risk of abuse, bullying, cyber-bullying and child sexual exploitation from image sharing. Their right to privacy may be breached, putting children and young people at risk, if image sharing is managed appropriately.

Purpose and safeguarding principles

The purpose of the policy is to provide guidance to protect and safeguard children and young people, ensure parental wishes are respected, and to support the prompt identification and appropriate management of any breaches.

This policy is based on the following overarching principles:

- The welfare and best interests of the child are paramount.
- Images must be captured, used and shared safely, respectfully and appropriately.
- Children and families have a right to decide if and how images are used.
- Informed consent should be obtained from parents/guardians and (where appropriate) the child.
- Skateboarding NZ must comply with all applicable privacy laws, including the Privacy Act 2020 and the Information Privacy Principles (IPPs).

Application

All staff, contractors and volunteers providing services for or associated with Skateboarding NZ must comply with this policy.

The policy seeks to protect all children and young people who may be involved with Skateboarding NZ programmes, events or activities.

Practical limitations in public settings

- Skateboarding NZ acknowledges that many of its activities take place in public or semi-public environments.
- It is not always possible to prevent children or young people from being incidentally captured in the background of photographs or video footage where they are not the primary subject.
- It is also not possible to control or prevent members of the public or event attendees from independently capturing or sharing images, particularly in public places.
- This policy focuses on managing and controlling images taken by or on behalf of Skateboarding NZ, and on taking reasonable steps to minimise risks where third-party capture occurs.

Processes

1. Purpose and Approval for Capturing Images

- Images must only be taken for a clear, lawful and legitimate purpose connected with Skateboarding NZ activities.
- Images must not be used for a different purpose than that originally communicated without further consent.
- Where appropriate, alternative options (e.g. stock images) should be considered to minimise risk.

2. Consent Requirements

- Written informed consent must be obtained from a parent/guardian whenever practicable, before images or videos of a child are used or published. Verbal consent is not sufficient.
- Where appropriate (having regard to age and understanding), the child's agreement must also be obtained.
- Consent forms must clearly specify:
  - how images will be used (e.g. social media, website, reports);
  - where they may be published; and
  - that online sharing carries some risk (e.g. copying or misuse).
- Consent may be withdrawn at any time, and Skateboarding NZ will take reasonable steps to cease further use of the image.
- Withdrawal of consent will apply to future use, and Skateboarding NZ will take reasonable steps to remove images already in use where practicable.

- Where a child is incidentally captured in the background and is not identifiable, specific consent may not be required, however Skateboarding NZ will take reasonable steps to minimise identification and risk.
- A register of consent must be maintained and accessible to relevant staff.

3. Children Who Must Not Be Photographed

- Skateboarding NZ will maintain a clear record of any children for whom consent has not been given.
- These children must not be intentionally photographed or filmed.
- Skateboarding NZ will take reasonable steps to ensure they are not identifiable in any images used or published, including avoiding, removing, cropping or selecting alternative images where practicable.

4. Standards for Images and Filming

- Images must not be:
  - intrusive, inappropriate, or open to misinterpretation;
  - embarrassing, sensitive or exploitative in nature; or
  - taken in vulnerable situations.
- Photography or filming is not permitted in changing rooms, toilets or showers.
- Where activities occur in public or group settings, reasonable steps should be taken (e.g. camera angles, image selection) to minimise identifying non-consenting children.

5. Identification and Personal Information

- Skateboarding NZ will not publish:
  - full names with images (unless there is a clear reason and express consent); or
  - personal information (e.g. contact details, location, school).
- In most circumstances, names should not be published with photos. Where identification is necessary, and consent has been provided, first names only should be used where possible.
- Skateboarding NZ will take reasonable steps to avoid combining images with information that could enable a child to be identified or located.

6. Engagement of Photographers and Media

- Where Skateboarding NZ engages a photographer or media representative:
  - The individual must be appropriately vetted where required (including Police vetting where applicable).
  - They must be provided with, and agree to comply with, this policy.

  - They should not be given unsupervised access to children or young people.
  - Parents/caregivers must be informed in advance where an official photographer will be present.
- Skateboarding NZ acknowledges it cannot control independent media or third parties operating in public spaces but will take reasonable steps to manage risks where possible.

7. Storage, Security and Retention

- Images are personal information and must be handled securely in accordance with the Privacy Act 2020.
- Images must be stored in secure, access-controlled systems approved by Skateboarding NZ.
- Access is limited to authorised personnel (e.g. communications/marketing staff).
- Images must not be stored on personal devices unless reasonably necessary, and must be transferred to an approved storage location and deleted promptly from the personal device.
- Hard copy images must be stored securely (e.g. locked storage).
- Images must only be retained for as long as necessary for their purpose and then permanently deleted.

8. Use and Sharing of Images

- Images may only be shared for the purpose for which consent was obtained; and
- Prior to publication:
  - Images should be reviewed to ensure they are appropriate and do not pose a risk.
  - Reasonable steps must be taken to ensure that no child who does not have consent, or who has withdrawn consent, is identifiable in the image.
  - Where it is not reasonably practicable to ensure that a non-consenting child is not identifiable, the image must not be used.
- Skateboarding NZ acknowledges that images shared online may be copied, redistributed or altered by third parties, and this risk must be considered before publication.

9. Respecting the Rights of Children and Young People

- Children and young people should be informed (in an age-appropriate way) when images are being taken.
- They should be given the opportunity to decline or withdraw participation, even where parental consent has been given.

- Requests from a child not to be photographed or filmed must be respected to the extent possible.
- Children should be supported to raise concerns about photography or image use.

10. Breaches and Reporting

- Any suspected or actual breach of this policy should be reported promptly to Skateboarding NZ.
- Skateboarding NZ will investigate breaches and take appropriate action, including:
  - removal of images or identifiable details where possible;
  - restricting access or roles; and
  - review and escalation under the Privacy Act 2020 and Skateboarding NZ's other policies where required.

11. Training and Awareness

- All staff, contractors and volunteers must be made aware of this policy.
- Appropriate training will be provided to ensure safe practices are understood and followed.

Conflict of Interest Policy

Background

Skateboarding NZ relies on volunteers. These people become involved because of the passion they share for the activity/sport and care for the people involved.

Aotearoa New Zealand is a small country and it is not unusual for people of valuable knowledge and skills to have wide ranging relationships including social, business and whānau connections within the sport and the wider community.

These relationships do not automatically create a problem. However, situations may arise where a person's interests or relationships could influence, or be seen to influence, their ability to act impartially and in the best interests of Skateboarding NZ.

Conflicts of interest are therefore a normal and inevitable part of operating in a close-knit community. The focus of this policy is to ensure that any such conflicts are identified early, openly disclosed, and appropriately managed to protect the integrity and mana of Skateboarding NZ decision-making processes.

Purpose

The purpose of this policy is to provide guidance on how to identify, disclose, record and manage conflicts of interest.

It aims to:

- support people to identify potential, actual and perceived conflicts of interest;
- give clear guidance on disclosure, recording and management procedures;
- ensure decisions are made in the best interests of Skateboarding NZ; and
- ensure processes are fair, transparent, consistent and culturally appropriate.

Scope and application

This policy applies to:

- Board members and committee members;
- staff, contractors and volunteers; and
- any person involved in decision-making on behalf of Skateboarding NZ.

All persons covered by this policy must:

- act in the best interests of Skateboarding NZ;
- avoid conflicts of interest where possible; and

- promptly disclose any conflict (or potential conflict).

Identification

A conflict of interest is any situation where a person's personal interests, relationships or loyalties could influence, or could reasonably be perceived to influence, their ability to make decisions in the best interests of Skateboarding NZ.

Conflicts may be:

- Actual – a direct conflict exists;
- Potential – a conflict may arise in the future; or
- Perceived – others may reasonably think a conflict exists, even if it does not.

Conflicts may be:

- Financial (e.g. business interests, sponsorship, contracts); or
- Non-financial (e.g. family, whānau, personal or community relationships).

Conflicts can also arise through the interests of:

- family or whānau members;
- friends or close associates; or
- organisations a person is involved with.

Practical examples

Examples of conflicts that may arise include:

- A selector considering a team that includes a family or whānau member.
- A Board member connected to a business supplying goods or services to Skateboarding NZ.
- A person involved in selection, funding or sponsorship decisions where they have an external affiliation.

For example:
Where a selector has a family or close relationship with a participant, that selector must withdraw from discussions relating to that participant and must not take part in the decision. An independent person may be appointed where appropriate.

Disclosure

Raising a possible conflict of interest allows Skateboarding NZ to address it in a fair, open and respectful way and protects the integrity and mana of the people involved and decisions made.

When taking on a role, and on an ongoing basis, individuals must consider:

- Do I have any personal, professional, financial or relationship interests relevant to this role or decision?
- Do I have any ability to influence the outcome of a decision?

If the answer to either question is yes, or possibly yes, the situation should be treated as a potential conflict and disclosed.

A potential conflict may be raised by the person, Skateboarding NZ or any other person.

Conflicts must be disclosed as soon as they arise, and before any relevant decision-making occurs.

Conflicts must also be disclosed at the start of any meeting where the matter is being considered.

A key principle is: "If in doubt, disclose."

Management

When a potential conflict of interest is disclosed, Skateboarding NZ must decide

- whether the conflict exists (by reference to the Identification section of this policy)(; and
- what steps are required to manage it.

If an actual conflict is identified, management options may include one or more of the following:

- noting the interest and allowing participation (where risk is low);
- restricting the person's involvement in the discussion;
- requiring the person to withdraw from discussion and/or decision-making;
- excluding the person from voting on the matter;
- appointing an independent person to participate in the decision; or
- in more serious cases, reassigning or removing the person from the role.

A person with a conflict of interest must not participate in any decision where they may benefit, unless the Board expressly determines otherwise.

Recording

Skateboarding NZ will maintain a Conflict of Interest Register recording disclosed interests.

Individuals are responsible for ensuring their declared interests are accurate and up to date.

Breaches

Failure to disclose or properly manage a conflict of interest may result in:

- removal from decision-making processes;
- review of the individual's role; or
- other action as determined appropriate by Skateboarding NZ.

Responsibility and review

The Board is responsible for:

- overseeing and enforcing this policy;
- maintaining the Conflict of Interest Register; and
- reviewing this policy periodically to ensure it remains effective.

Transgender Policy

For the inclusion of Transgender People in the Sport of Skateboarding

Background

This policy has been developed from guiding principles provided by similar national and international organisations.

The guidance from these organisations has been developed following stakeholder engagement with members and organisations from the transgender and sporting communities, academics, researchers and other advocacy groups.

Purpose

The purpose of this policy is to provide guidance on the inclusion of transgender participants in skateboarding activities delivered or supported by Skateboarding NZ.

This policy is intended to:

- support participation in a manner that is inclusive, respectful and safe;
- provide clarity for participants, coaches, volunteers and officials; and
- ensure Skateboarding NZ operates in a way that aligns with applicable laws, governing body rules, and good practice.

Principles

Skateboarding NZ recognises that participation in sport provides important physical, social and wellbeing benefits. The organisation supports an inclusive environment where all participants are treated with dignity and respect.

In applying this policy, Skateboarding NZ will:

- support inclusion and participation wherever reasonably practicable;
- act consistently with its Code of Conduct and other integrity policies;
- take reasonable steps to minimise discrimination, harassment and exclusion; and
- have regard to applicable rules and eligibility requirements for competitive participation.

Scope

This policy applies to:

- community skateboarding activities, programmes and events delivered or supported by Skateboarding NZ;
- staff, contractors, volunteers and officials; and
- participants engaged in Skateboarding NZ activities.

This policy should be read alongside relevant Skateboarding NZ policies, including codes of conduct and safeguarding policies.

Understanding gender diversity

For the purpose of this policy, 'transgender' is used as an umbrella term for a person whose gender differs from their sex assigned at birth.

Skateboarding NZ acknowledges that gender identity is a personal and evolving aspect of an individual's identity.

People may identify in different ways, including as transgender, non-binary or gender diverse. Individuals may, but do not have to, take steps to affirm their gender, and these may include social, legal or medical changes.

There is no single pathway or requirement for a person to affirm their gender. Participation in skateboarding should not be dependent on the disclosure of personal or sensitive information beyond what is reasonably necessary.

In this document, transgender is intended to include relevant identities in the takatāpui and MVPFAFF+ communities.

Participation policies

Inclusion

Skateboarding NZ is committed to the inclusion of transgender participants in the sport/activity of skateboarding throughout NZ, and aims to foster an environment where transgender people are welcome, safe, accepted and comfortable to enjoy community sport.

Supported inclusion

Skateboarding NZ supports the right of all New Zealanders to participate in Sport and to be treated with respect, empathy and positive regard.

Skateboarding NZ supports the participation of transgender participants in community sport in a manner consistent with their gender identity, wherever reasonably practicable and subject to applicable rules, policies and eligibility criteria.

Behaviour and conduct

All participants, coaches, officials and volunteers are expected to:

- treat others with dignity and respect;
- comply with Skateboarding NZ's Code of Conduct; and
- not engage in bullying, harassment or discriminatory behaviour.

Where inappropriate behaviour occurs, Skateboarding NZ will respond in accordance with its policies and procedures.

Practical considerations

Skateboarding NZ acknowledges that the practical application of inclusion may vary depending on the context, including:

- the nature of the activity or event;
- participant needs and safety considerations; and
- available facilities and resources.

Where issues arise, Skateboarding NZ will take a reasonable, case-by-case approach.

Education

Skateboarding NZ supports community education and awareness in relation to inclusion of transgender participants within the sport of skateboarding.

This may include:

- providing guidance to staff, volunteers and participants; and
- promoting respectful behaviour and inclusive practices.

Privacy and personal information

General approach

Skateboarding NZ recognises that information about a person's gender identity or gender history is personal and sensitive.

Participants are not required to disclose this information unless it is reasonably necessary for participation, administration or safety purposes.

Collection and use

Personal information will be:

- collected only where reasonably necessary for Skateboarding NZ's functions;
- used or disclosed only for the purpose for which it was collected, or as permitted or required by law; and
- handled in accordance with the Privacy Act 2020.

Confidentiality

Where information has been shared in confidence, Skateboarding NZ will take reasonable steps to maintain confidentiality, subject to legal obligations and operational requirements.

High Performance and competitive participation

Eligibility

For High Performance competitions and selection processes, eligibility will be determined in accordance with the rules and policies of relevant governing bodies, including World Skate.

Skateboarding NZ does not set these eligibility criteria and will apply them as required.

Such events include:

- Skateboarding NZ National Championships
- Any selection events governed by Skateboarding NZ or Skate NZ that relate to representing NZ at World Skate events or Olympic Games
- World Skate World Championships
- World Skate Pro Tour Events
- World Skate Olympic Qualification events
- Youth Olympic Games
- Olympic Games.

Balance of considerations

Skateboarding NZ recognises that at a high-performance level, participation requirements may involve consideration of fairness, safety and integrity of competition, as reflected in relevant international guidelines.

Transgender skateboarders wishing to take part in High Performance competitions or selection processes will be required to meet the 'World Skate Competition Guidelines for Transgender Athletes'.

Complaints and concerns

Any concerns or complaints regarding behaviour, participation or the application of this policy should be raised in accordance with Skateboarding NZ's complaints policy.

Skateboarding NZ will consider concerns in a fair, respectful and practical manner

Links to Further Resources:

World Skate
World Skate Competition Guidelines for Transgender Athletes
https://csb.esp.br/wp-content/uploads/2019/09/Transgender-Athletes-World-Skate-Policy.pdf

International Olympic Committee
IOC Consensus Meeting on Sex Reassignment and Hyperandrogenism
https://stillmed.olympic.org/Documents/Commissions_PDFfiles/Medical_commission/2015-11_ioc_consensus_meeting_on_sex_reassignment_and_hyperandrogenism-en.pdf

Drug Free Sport New Zealand
Drug Free Sport New Zealand New Zealand's national anti-doping organisation.

F'INE Pasifika Aotearoa Trust
A Pasifika LGBTQIA+ trust, providing whānau ora navigational services in the Auckland region .

Gender Minorities Aotearoa
A cross-cultural, transgender-led organisation that operates on a kaupapa Māori public health framework. It provides research, information and resources, advocacy, education and training, support and referrals to other services.

InsideOUT
An organisation that provides workshops, resources and support to help make schools, community organisations and workplaces inclusive for rainbow people New Zealand Human Rights Commission Works across New Zealand to increase human rights standards in law, policy and practice. As New Zealand's national human rights institution, it works for a free, fair, safe and just New Zealand, where

diversity is valued and human dignity and rights are respected. The Human Rights Commission offers a free, informal enquiries and complaints service to deal with unlawful discrimination. Complaints can be made by phone, email, letter, fax, text or by using their complaint form.

OutLine

A confidential, free, LGBTQIA+ affirming support line and face-to-face counselling service Rainbow YOUTH A charitable organisation dedicated to helping young queer and gender diverse people up to the ages of 27, as well as their wider communities.

Sport New Zealand

As a kaitiaki of the play, active recreation and sports system in Aotearoa New Zealand, integrity resources are included on the Sport NZ website that provide community guidance on child protection, member protection, diversity and inclusion, match fixing and gambling, anti-doping and organisational culture. This includes policies, procedures and e-learning modules on specific integrity topics. Sport NZ also offers an independent Sport and Recreation Complaints and Mediation Service.

Complaints Policy and Procedures

Overview

Skateboarding NZ aims to be a kaitiaki or caretaker of the sport of skateboarding within NZ. As part of this role, Skateboarding NZ has established a concerns, issues and complaints process to support participants and promote fair and respectful outcomes.

This policy is intended to support timely and appropriate resolution of concerns and complaints, taking into account the needs of all involved.

Skateboarding NZ encourages concerns and complaints to be raised in a manner that supports constructive, safe and respectful resolution for all involved including the individual, Skateboarding NZ and the wider skateboarding community.

Skateboarding NZ aims to ensure that concerns and complaints are handled with:

- privacy;
- respect;
- empathy;
- a fair and transparent process; and
- without inappropriate or unreasonable impact on the individual's access to any other support, programmes or services provided by Skateboarding NZ or its associated bodies.

Guidelines

- Concerns or complaints can be brought forward using any of the below options that the individual deems appropriate.
- Concerns or complaints should not be raised on any social media platform, as these are generally not appropriate forums for safe or effective resolution.
- Where a complaint is referred to the Skateboarding NZ Board, a written response will generally be provided outlining any decisions, actions or requests for further information, where appropriate.

Options

It is the choice of the individual to decide which complaint option below is most appropriate for their situation:

Option 1: **Coach or Pathway Development Manager**

An informal option where a concern or complaint can be raised with a Skateboarding NZ Coach or Pathway Development Manager, who may assist in resolving the issue or escalating it where appropriate.

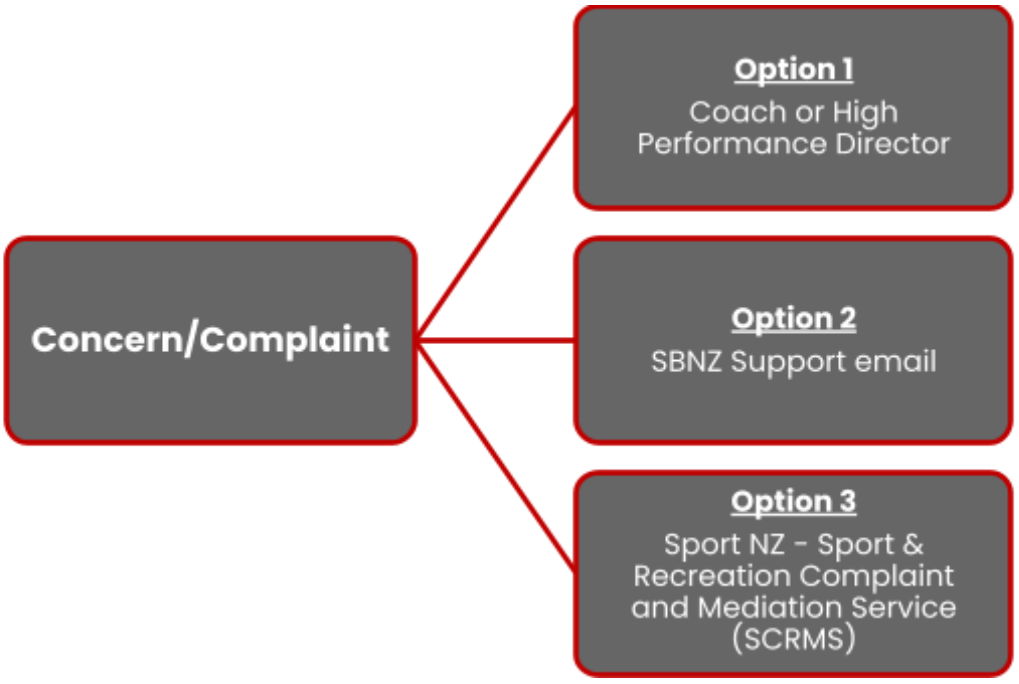
Option 2: **Skateboarding NZ Concern/Complaint email service**

A more formal option where a concern or complaint is submitted in writing to Skateboarding NZ for assessment and response by the appointed Complaint Officer and/or Board.
Email: support@skateboarding.nz

Option 3: **Sport NZ provided SRCMS**

An external and independent option where a concern or complaint may be raised directly with Sport Integrity Commission New Zealand or its complaints and mediation services. See https://sportintegrity.nz/making-a-complaint.

Concern/Complaint process and option diagram



Process

Option 1: Coach or High Performance Director (HPD)

An individual may raise a concern or complaint with any Skateboarding NZ Coach or the High Performance Director (HPD).

The role of the Coach or HPD as trusted leaders is to appropriately respond to the concern or complaint, which may include:

- supporting the resolution of the issue where appropriate; or
- referring the issue to the Skateboarding NZ Board or another appropriate body.

Concerns or complaints should be referred to the Board (or other appropriate authority) where they involve, or may involve:

- wellbeing or safety concerns;
- the reputation of Skateboarding NZ or any of its associates;
- matters of financial significance; or
- broader cultural or systemic issues within Skateboarding NZ.

In addition, any matter that appears serious, sensitive, or outside the Coach or PDM's experience or authority should be escalated.
Coaches and HPDs will receive guidance or training to support appropriate responses to concerns and complaints.

When receiving a concern or complaint, Coaches and HPDs should:

- take reasonable steps to ensure their own safety and the safety of others, including receiving concerns in an appropriate setting where others are present or aware where practicable, such as another Coach, HPD, Board member or parent.
- listen to the concern or complaint in a respectful, calm and non-judgemental manner.
- where appropriate, ask the individual what outcome they are seeking or what they would like to happen next.
- provide information about available options, including informal resolution or escalation pathways, without directing or pressuring the individual.
- seek the individual's agreement on next steps where appropriate, including whether the matter should be escalated or handled informally.

Where appropriate, and within their role and capability, a Coach or PDM may support resolution of a concern or complaint by:

- facilitating an informal discussion between the individuals involved (with consent of those involved);
- providing guidance or clarification on Skateboarding NZ policies or expectations;
- addressing minor behavioural issues at the time (for example, reminding participants of expected standards of conduct);
- supporting agreed actions between the parties (e.g. an apology, change in behaviour, or agreed boundaries);
- monitoring the situation to ensure the concern has been appropriately resolved; or
- assisting the individual to access further support or escalate the matter if needed.

Coaches and HPDs should not attempt to resolve matters that are serious, sensitive, or outside their experience or authority.

Coaches and HPDs are not expected to investigate or make formal determinations on complaints.

Where there is any uncertainty, the matter should be referred to the Skateboarding NZ Board.

Individuals should be informed that they may also access other complaint options, including Skateboarding NZ's formal process or independent services.

Option 2: Skateboarding NZ Concern/Complaint email

An individual may submit a concern or complaint to the Skateboarding NZ Concern/Complaint email: support@skateboarding.nz

The guidelines below outline the process Skateboarding NZ will follow on receipt of a concern or complaint through this email.

- Skateboarding NZ Complaint Officer Response
  - Upon receiving the concern or complaint the Skateboarding NZ Complaint Officer shall acknowledge receipt within 5 working days.
  - Where appropriate, the Complaint Officer may seek further information from the complainant to clarify the concern before progressing it.
  - The complaint Officer will assess the nature and sensitivity of the concern or complaint and determine the appropriate next steps, which may include

referral to the Skateboarding NZ Board. This will be done having regard to privacy considerations and any possible conflict of interests.

- Where appropriate, the Complaint Officer may take one or more of the following actions without referring the matter to the Board:
  - provide clarification or guidance on Skateboarding NZ policies, processes or expectations;
  - facilitate an informal resolution process (with the agreement of those involved);
  - refer the matter back to a Coach or PDM for local resolution (where appropriate);
  - recommend or arrange support services where relevant; or
  - determine that no further action is required where the matter does not fall within Skateboarding NZ's scope or has already been addressed.

Matters that cannot be resolved through the above steps, or that involve higher levels of risk or impact, should be referred to the Skateboarding NZ Board.

Skateboarding NZ Board Response and Resolution

Where a matter has been referred to the Board:

- **Lower impact matters:** The Board may determine that the concern can be addressed promptly, which may include an informal resolution. This may be communicated verbally and/or confirmed in writing where appropriate. Possible resolution options may include:
  - providing clarification of Skateboarding NZ policies or expectations;
  - facilitating an agreed discussion between the parties (if appropriate);
  - requesting or supporting an apology or acknowledgement from one or more parties;
  - setting expectations for future conduct or communication;
  - agreeing practical steps to prevent recurrence (e.g. supervision, communication protocols); or
  - determining that no further action is required.

- **Moderate impact matters:** The Chair of the Board may convene a Board meeting to consider the concern or complaint. The Board will determine an appropriate response and notify relevant parties, generally in writing. Possible resolution options may include:
  - formalising expectations around behaviour or roles;
  - issuing a written warning or guidance note;
  - requiring participation in education, training, or mediation;

- adjusting roles, responsibilities or participant involvement in programmes;
- implementing agreed conditions or boundaries between parties;
- appointing a person to monitor or support implementation of the resolution; or
- facilitating formal mediation between the parties.

- **Significant risk or impact matters:** The Board may determine that the concern or complaint should be referred to an external or independent body (including Sport Integrity Commission New Zealand or mediation services) to assist with resolution. The complainant will be informed of this decision. In addition, the Board may consider:
  - temporary suspension from Skateboarding NZ activities or programmes (where appropriate);
  - referral to relevant authorities or governing bodies where required;
  - implementing interim safety or risk-management measures;
  - initiating a formal investigation (internally or externally); or
  - taking disciplinary action consistent with Skateboarding NZ policies.

The Board is not required to follow a prescribed process for every complaint and may take a case-by-case approach depending on the nature of the concern.

Timeframes for resolution may vary depending on complexity and availability of information.

Individuals may choose to use other complaint options at any stage.

Option 3: Sport and Recreation Complaints and Mediation Service (SRCMS)

An individual may raise a concern or complaint directly with the independent Sport Integrity Commission via its complaints service. Details related to this service can be found at: https://sportintegrity.nz/making-a-complaint.

Skateboarding NZ does not control this process and is not responsible for the management of complaints raised directly with this service.

Individuals may choose to access this option at any time, including instead of or alongside Skateboarding NZ's internal process.