

Receiving of Gifts Policy



GIFTING

The Hutt Valley Gymnastics Club understand that staff may receive gifts from gymnasts and families from time to time.

As a rule, Hutt Valley Gymnastics Club does not encourage gifts (whatever their nature or value). Gifts could be seen by others as either an inducement or a reward which might place the staff member or Hutt Valley Gymnastics under an obligation to a third party.

Any gift/s received from a single family over a 12-month period that (in aggregate) are worth \$100 or more must be declared by the staff member to the Management Team and the Committee Chairperson in writing within 2 working days. This is to avoid a situation that may result in a staff member being placed in a compromising position or give the impression of preferential treatment. These gifts may be allowed at the discretion of the Management Team or Committee Chairperson. Gifts deemed to be inappropriate must be returned.

Staff members found to be accepting gifts of a value of more than \$100 without discussion and subsequent approval by the Management Team or Committee Chairperson, may be in breach of their employment contract and Hutt Valley Gymnastics Club policies.

The intention of the policy is to address gifts from a single family rather than where members have grouped together to purchase a gift. For the purposes of this policy, a single family includes the gymnast, their family members, or any associated family business.

NOTE: This policy excludes contributions to fuel or other related costs where a coach is taking gymnasts to training / competitions etc. where these contributions are solely to cover the costs incurred by the coach.

Prohibited Gifts:

- Any gifts totalling more than \$100 over a 12-month period (without approval from Management).
- Alcohol for minors under any circumstances.
- Objectionable items. For example, anything of a sexual nature, any vaping or drug related paraphernalia.

Example:

A family gives a coach a \$75.00 gift voucher during the year. The same family then gives the coach another \$50.00 gift voucher at Christmas time. The coach must declare the total value \$125.00 at the time of receiving the second voucher.

This policy was adopted at the 9 September 2021 Committee Meeting and will be reviewed in bi-annually with the next review in September 2023.