



Athletics ***Tasmania***

Athletics Tasmania

MEMBER PROTECTION POLICY

APPROVED VERSION

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PREFACE

Athletics Tasmania was established in 1902 and is the recognised governing body for athletics in Tasmania. It is a voting member of Athletics Australia. The Association comprises a range of formal and informal membership tiers, with grass roots competition delivered through its member branch structure in the three regions of the State. Clubs are affiliated with both their respective branches and Athletics Tasmania. As the state body, AT is also responsible for the co-ordination of communications and development programmes, government and inter-sport relations, the management of state championships and national events, state teams and selection.

Until the 1980's athletics in Tasmania was administered on a voluntary basis and with separate associations for men and women. Since then it has gradually moved towards a more professionally based staffing structure in various forms. Currently AT employs administration and development staff with AA and the Tasmanian Institute of Sport providing the funds for the employment of a State Performance Co-ordinator. Executive tasks are once again, for the time being, handled on a voluntary basis. After a period of stabilisation, Athletics Tasmania looks forward to a period of re-establishment and growth, with a strong focus on increased participation and up-skilling of its membership.

Our sport caters for males and females, of all ages and abilities, from the social runner to the elite athlete. They compete at athletics for various reasons, from competitive challenge, health and fitness, just being with friends, the satisfaction of volunteering and most importantly to just have fun. For these reasons Athletics Tasmania endeavour to provide a safe and enjoyable sporting environment for the benefit of all. The adoption of this policy reflects Athletics Tasmania's commitment to serving and protecting its members and participants throughout all levels of the sport.

MISSION OF ATHLETICS TASMANIA:

Athletics Tasmania is responsible for the organisation, growth, development and promotion of all aspects of track and field, cross country and mountain running, road running and walking in Tasmania. In this respect it seeks to provide accessible, safe and healthy options for all Tasmanians to pursue athletics as a sport or recreation in both formal and informal environments. Athletics Tasmania is also responsible for upholding the traditions and principles of our sport, while ensuring it will continue to play a significant role in Tasmanian society into the future.

Brian Roe
President
10 June 2010

Athletics Tasmania

PART A: MEMBER PROTECTION POLICY

1. Athletics Tasmania Core Values

VALUES OF ATHLETICS TASMANIA:

Opportunity

- Athletics is the sport that most truly provides opportunity for active participation for all - regardless of age, gender, cultural background, skill or disability.
- This principle of broad opportunity underlies the approach we take in delivering the sport at all levels.
- Apart from being an active participation activity for all ages, athletics also provides opportunity to directly participate as a coach, official, administrator or volunteer.
- To participate to the level of one's ability in Tasmania in one of the World's two acknowledged universal sports
- To access healthy activity, against a background of social interaction to the extent which an individual may desire

Fairness

- Fairness is a basic principle that is applied in delivery of all aspects of athletics
- We strive to provide an even playing field for all participants
- We are committed to ensuring that athletics in Tasmania is kept affordable for every person who might wish to participate

Tradition and the Future

- We respect the history of athletics in Tasmania in all of its forms and the memories which Tasmanians have for their participation in it
- We must also keep pace with our changing society in order to keep our traditions alive
- We are committed to reaching out to take advantage of new opportunities to build the strength and success of our developing talent and high performance competitors, coaches and officials
- We enhance opportunities for all Tasmanians to access and participate in all aspects of athletics

2. Purpose of Policy

This Member Protection Policy aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It outlines our commitment to a person's right to be treated with respect and dignity and to be safe and protected from abuse. This policy also ensures that everyone involved in our sport is aware of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

The policy attachments outline the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the Company will take disciplinary action against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the Board as a Policy of Athletics Tasmania. The policy commences on 1 July 2010 and will operate until replaced. Copies of the current policy and its attachments can be obtained from the Athletics Tasmania website at <http://www.tasathletics.org.au> or by contacting the MPIO.

3. Who this Policy Applies To

This policy applies to the following people, whether they are in a paid or unpaid/voluntary capacity

- Individuals sitting on boards, commissions, committees and sub-committees;
- Employees and volunteers;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- Coaches and assistant coaches;
- Athletes;
- Referees, judges and other officials;
- Members, including life members;
- Member associations;
- Affiliated branches, clubs and other bodies and associated organisations;
- Athletes, coaches, officials and other personnel participating in teams, events and activities, including camps and training sessions, held or sanctioned by Athletics Tasmania;
- Any other person or organisation that is a member of or affiliated to Athletics Tasmania;
- Parents, guardians, spectators and sponsors to the full extent that is possible.

This policy will continue to apply to a person even after they have stopped their association or employment with Athletics Tasmania if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

4. Code of Conduct

Athletics Tasmania requires every individual and organisation bound by this policy to;

- Be ethical, fair and honest in all their dealings with other people and Athletics Tasmania;
- Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- Always place the safety and welfare of children above other considerations;
- Comply with Athletics Tasmania's constitution, rules, regulations and policies including this Policy;
- Operate within the rules and spirit of the sport;
- Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- Be responsible and accountable for their conduct; and
- Abide by the relevant Athletic Tasmania role-specific codes of behaviour.

5. Responsibilities of the Organisation

Athletics Tasmania, and its affiliates must:

- Adopt, implement and comply with this policy and its regulations;
- Publish, distribute and otherwise promote this policy and the consequences of breaching it;
- Promote appropriate standards of conduct at all times;
- Promptly deal with any breaches or complaints made under this policy in a impartial, sensitive, fair, timely and confidential manner;
- Apply this policy consistently without fear or favour;
- Recognise and enforce any penalty imposed under this policy;
- Ensure that a copy of this policy is available or accessible to the persons and associations to whom this policy applies;
- Appoint or have access to appropriately trained people to receive and handle complaints and allegations. Member Protection Information Officers (MPIO's) and display the names and contact details in a way that is readily accessible; and
- Monitor and review this policy at least annually.

6. Individual Responsibilities

Individuals bound by this policy are responsible for:

- Making themselves aware of the policy and complying with its standards of conduct outlined in this policy;
- Complying with our screening requirements and any state/territory Working with Children checks;
- Placing the safety and welfare of children above other considerations;
- Being accountable for their behaviour;
- Consenting to a national police check if the individual holds or applies for any position (voluntary or paid) within the sport;
- Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- Following the procedures outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour; and
- Understanding the possible consequences of breaching this policy.

7. Policy Position Statements

7.1 Child Protection Policy

Every person and organisation bound by this Policy must always place the safety and welfare of children above all other considerations.

Athletics Tasmania acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of youth-aged athletes, officials and volunteers involved in our sport. Athletics Tasmania aims to ensure this continues and to protect the safety and welfare of its youth participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children;
- Ensuring people have completed a satisfactory Working with Children Check once required under Tasmanian law or by the state/territory law applicable to the location where and event is taking place or a team is participating
- Carefully selecting and screening people whose role requires them to work with children;
- Ensuring our Codes of Conduct, particularly for roles associated with youths, are promoted, enforced and reviewed;
- Responding to all reports and complaints of abuse promptly, seriously and confidentially;
- Making information about child protection available, particularly for roles associated with children; and
- Providing procedures for raising concerns or complaints (our complaints procedure is outlined in Part C of this policy).

Athletics Tasmania requires that any child who is abused or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, is to report it immediately to the police or relevant government agency and MPIO. Descriptions of the sorts of activity which may be abuse are in the Dictionary at clause 11.

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in attachment C4 of this Policy.

If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services within our state.

7.2 Taking Images of Children

Images of children can be used inappropriately or illegally. Athletics Tasmania requires every person and organization bound by the policy, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used.

Athletics Tasmania also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

When using an image of a child Athletics Tasmania will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian.

Athletics Tasmania will not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by pedophiles or other persons. Athletics Tasmania will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport.

7.3 Anti-Discrimination & Harassment

Athletics Tasmania aims to provide a sporting environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

Athletics Tasmania prohibits all forms of harassment and discrimination not only because it is against the law, but because it is extremely distressing, offensive, humiliating and/or threatening and creates an uncomfortable and unpleasant environment.

Athletics Tasmania recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their sex, marital status, pregnancy, parental status, race, age, disability, homosexuality, sexuality, transgender, religion, political belief and/or industrial activity.

Descriptions of some types of behaviour which could be regarded as harassment or discrimination are provided in the Dictionary at clause 11.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in attachment C1 of this policy. This will explain what to do about the behaviour and how Athletics Tasmania will deal with the problem.

7.4 Sexual Relationships Policy

Athletics Tasmania takes the position that sexual relationships (unless as part of a marriage or established other relationship) between coaches and the adult athletes that they coach should be avoided as these relationships can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the sport's public image. Such relationships may be intentionally or unintentionally exploitative due to a disparity between coaches and athletes in terms of authority, power, maturity, status, influence and dependence.

Should a sexual relationship exist between an athlete and coach, Athletics Tasmania will investigate whether any action is necessary. Factors that may be relevant in this consideration are the age and maturity of the athlete relative to the coach, the financial or emotional dependence of the athlete on the coach, and the likelihood of the relationship having any adverse impact on the athlete and/or other athletes. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the athlete. Action may include transfer, a request for resignation or dismissal from coaching duties.

In the event that an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach or athlete may wish to approach the MPIO if they feel harassed.

The law is always the minimum standard for behavior within Athletics Tasmania and therefore sex with a child is a criminal offence.

7.5 Pregnancy Policy

Athletics Tasmania is committed to providing an inclusive sporting environment for pregnant women involved in its activities. Athletics Tasmania expects everyone bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantages them. We will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.

Descriptions of some types of behavior which could be regarded as pregnancy harassment or discrimination are provided in the Dictionary at clause 11.

If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to our complaints procedure outlined in attachment C1 of this policy. This will explain what to do about the behaviour and how Athletics Tasmania will deal with the problem.

While many sporting activities are safe for pregnant women, there may be particular risks that apply to some women during pregnancy. Those risks will depend on the nature of the sporting activity and the particular pregnant woman's circumstances. Athletics Tasmania will take reasonable care to ensure the safety, health and well being of pregnant women and their unborn children. We advise pregnant women that there may be risks involved, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the extent and manner in which they participate in our sport.

We encourage all pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities.

We will only require pregnant women to sign a disclaimer if we require other participants to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

7.6 Gender Identity Policy

Athletics Tasmania is committed to providing an inclusive sporting environment where transgender or transsexual people involved in its activities are able to contribute and participate. Athletics Tasmania expects everyone who is bound by this Policy to treat people who identify as transgender or transsexual fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. We will not tolerate any unlawful discrimination or harassment of a person who identifies as transgender or transsexual or who is thought to be transgender.

Descriptions of the types of behavior which could be regarded as transgender discrimination or harassment are provided in the Dictionary.

Athletics Tasmania recognizes that the exclusion of transgender people from participation in sporting events has significant implications for their health, well-being and involvement in community life. In general Athletics Tasmania will facilitate transgender persons participating in our sport with the gender with which they identify.

Athletics Tasmania also recognizes there is debate over whether a male to female transgender person obtains any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise,

Athletics Tasmania will seek advice on the application of those laws in the particular circumstances.

Athletics Tasmania is aware that the International Association of Athletics Federations (IAAF) and the International Olympic Committee (IOC) has established criteria for selection and participation in the Olympic Games. Where a transgender or transsexual person intends competing at an elite level, we will encourage them to obtain advice about the IOC's criteria which may differ from the position taken by Athletics Tasmania.

Drug testing procedures and prohibitions also apply to people who identify as transgender. A person receiving treatment involving a Prohibited Substance or Method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

Athletics Tasmania recognizes change of gender and, in circumstances of a change in gender, require the individual to undertake a gender verification test as reasonably required by Athletics Tasmania on the advice of a medical expert.

7.7 Anti-Cyber-Bullying Policy

Athletics Tasmania is committed to developing a safe environment where people bound by this Policy act respectfully and positively towards each other in all forms of interaction up to and including internet services such as;

- Email
- Chat Rooms
- Discussion groups
- Instant messaging
- Web pages
- Mobile phone technologies (i.e. SMS)

7.8 Other Relevant Policies

Other relevant Policies of Athletics Tasmania can be found at <http://www.tasathletics.org.au>

8. Complaints Procedures

8.1 Complaints

Athletics Tasmania aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of procedural fairness (natural justice). Any person (a complainant) may report a complaint about a person/s or organisation bound by this policy (respondent) if they reasonably believe that a person/s or a sporting organisation has breached this policy. Such complaints should be reported to MPIO.

A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally unless MPIO considers that the complaint falls outside this policy and would be better dealt with another way and/or the law requires the complaint/allegation to be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in attachment C1.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection, criminal or other relevant legislation.

8.2 Vexatious Complaints & Victimisation

Athletics Tasmania aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaints process the MPIO considers that a complainant has **knowingly** made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to Athletics Tasmania Board for appropriate action which may include disciplinary action against the complainant.

Athletics Tasmania will also take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for helping sort it out. Disciplinary measures can be imposed on anyone who harasses or victimises another person for making a complainant.

8.3 Mediation

Athletics Tasmania aims to resolve complaints with a minimum of fuss. Complaints may be resolved by agreement between the people involved with no need for disciplinary action. Mediation allows those involved to be heard and to come up with mutually agreed solutions. People involved in a formal complaint – the complainant and the person complained about (respondent) – may also seek the assistance of a neutral third person or a mediator. Lawyers are able to negotiate on behalf of the complainant and/or respondent.

Mediation may occur before or after the investigation of a complaint. If a complainant wishes to resolve the complaint with the help of a mediator, the MPIO will, in consultation with the complainant, arrange for a neutral third party mediator where possible. More information on the mediation process is outlined in attachment C2.

8.4 Tribunals

A hearing tribunal may be formed to hear a formal complaint that has been referred by MPIO or, for an alleged breach of policy.

A respondent may lodge one appeal only to the Appeal Tribunal in respect of a decision of a hearing tribunal. The decision of the Appeal Tribunal is final and binding on the people involved.

Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.

9. What is a Breach of this Policy

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- 9.1 Done anything contrary to this policy;
- 9.2 Breached the Code of Conduct and Role-Specific Codes of Conduct;
- 9.3 Brought the sport and/or Athletics Tasmania into disrepute, or acting in a manner likely to bring the sport and/or Athletics Tasmania into disrepute;
- 9.4 Failing to follow Athletics Tasmania policies (including this policy) and procedures for the protection, safety and welfare of children;
- 9.5 Appointed or continue to appoint a person to a role that involves working with children and young people contrary to this policy;
- 9.6 Discriminating against, harassing or bullying (including cyber bullying) any person;
- 9.7 Victimising another person for reporting a complaint;
- 9.8 Engaging in a sexually inappropriate relationship with a person that they supervise, or have influence, authority or power over;
- 9.9 Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport;
- 9.10 Disclosing to any unauthorised person or organisation any Athletics Tasmania information that is of a private, confidential or privileged nature;
- 9.11 Making a complaint they **knew** to be untrue, vexatious, malicious or improper;
- 9.12 Failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy; or
- 9.13 Failing to comply with a direction given to the individual or organisation during the discipline process.

10. Disciplinary Measures

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a persons appointment or employment terminated. Any disciplinary measure imposed under this policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach; and
- Be determined in accordance with our Constitution, By Laws, this policy and/or Rules of the sport.

11. Dictionary

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory child protection commissions or equal opportunity and anti-discrimination commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club means an association, branch or club granted affiliation by Athletics Tasmania according to its Constitution, rules and regulations

Bullying means behaviour that is intentional, harmful, repetitive, and reflects an abuse of power.

Child means a person who is under the age of 18 years

Child abuse involves conduct which puts children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms, including verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under clause C1.

Complainant means a person making a complaint.

Cyber-Bullying means a form of bullying, which is carried out through an internet service such as email, a chat room, instant messaging, mobile phone technologies or web pages

Discrimination means treating or proposing to treat someone less favourably because of a particular characteristic in the same or similar circumstances in certain areas of public life (Direct Discrimination), or imposing or intending to impose an unreasonable requirement, condition or practice that is the same for everyone, but which has an unequal or disproportionate effect on individuals or groups with particular characteristics (Indirect Discrimination). The characteristics covered by discrimination law across Australia are:

- Age;
- Disability;
- Family/carer responsibilities;
- Gender identity/transgender status;
- Homosexuality and sexual orientation;
- Irrelevant medical record;
- Irrelevant criminal record;
- Political belief/activity;
- Pregnancy and breastfeeding;
- Race;
- Religious belief/activity;
- Sex or gender;
- Social origin;
- Trade union membership/activity.

(Some States and Territories include additional characteristics such as physical features or association with a person with one or more of the characteristics listed above).

Examples of Discrimination

- **Age:** A club refuses to allow an older person to coach a team simply because of age.
- **Breastfeeding:** A club member who is breastfeeding in the club rooms is asked to leave.
- **Disability:** A youth player is overlooked because of mild epilepsy.
- **Family responsibilities:** A club decides not to promote an employee because he has a child with a disability even though the employee is the best person for the job.
- **Gender Identity:** A transgender contract worker is harassed when employees refuse to call her by her female name.
- **Homosexuality:** An athlete is ostracised from her team after it becomes known that she is a lesbian.
- **Marital Status:** A player is deliberately excluded from team activities and social functions because she is single
- **Pregnancy:** A woman is dropped from a squad when she becomes pregnant.
- **Race:** An Italian referee is not permitted to referee games with a high proportion of Italian players on one team because of his race.
- **Sex:** Specialist coaching is only offered to male players in a mixed team.

Harassment is any type of behaviour that the other person does not want and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and a reasonable person would recognise it as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment is sexual or targets a person because of their race, sex, pregnancy, marital status, sexual orientation or some other characteristic (see characteristic list under discrimination).

It does not matter whether the harassment was intended: the focus is on the impact of the behaviour. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident but is usually repeated. It may be explicit or implicit, verbal or non-verbal.

Discrimination and harassment are not permitted in employment (including volunteer and unpaid employment); when providing sporting goods and services including access to sporting facilities; when providing education and accommodation; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition and the obtaining or retaining membership of clubs and organisations (including the rights and privileges of membership).

Some exceptions to state and federal anti-discrimination law apply. Examples include:

- holding a competitive sporting activity for females only who are under 12 years of age or of any age where strength, stamina or physique is relevant or
- not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular sporting activity.

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination or harassment may also be against the law. It is also a breach of discrimination law to victimize a person who is involved in making a complaint of discrimination or harassment. Example: a player is ostracized by her male coach for complaining about his sexist behavior or for supporting another player who has made such a complaint. Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states and territories also prohibit public acts that vilify on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability – see vilification.

Mediator means an impartial/neutral person appointed to mediate Complaints.

Member means a member of the Association pursuant to Rule 5 of the Athletics Tasmania Constitution.

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this Policy.

Natural justice (also referred to as procedural fairness) incorporates the following principles:

- both the Complainant and the Respondent must know the full details of what is being said against them and have the opportunity to respond;
- all relevant submissions must be considered;
- no person may judge their own case;
- the decision maker/s must be unbiased, fair and just;
- the penalties imposed must be fair.

Police check means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.

This policy means this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct (or behaviour) means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency including but not limited to (due to differences under state/territory legislation):

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography or publishing child pornography and indecent articles.

Transgender is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this Policy, or for supporting such a person.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

Young People/Person means people in the 13- 18 year age group.

PART B: - ATTACHMENTS: CHILD PROTECTION REQUIREMENTS

Background

Child protection is about keeping children safe from harm/abuse and protecting them from people who are unsuitable to work with children. Child abuse is illegal in all states and territories of Australia, with each having their own child protection laws that cover the reporting and investigation of cases of child abuse.

Working with Children Check (WWCC) laws aim to prevent people who pose a risk from working with children as paid employees or volunteers. In New South Wales, Queensland, Western Australia, Victoria and South Australia child protection legislation places specific requirements upon individuals and organizations involved in a range of areas including sport and recreation. This is done by checking certain criminal history and other matters. In some states this also involves reviewing relevant findings from disciplinary proceedings. There are also requirements placed on organizations.

The Northern Territory government has passed new law and screening will be compulsory from January 2010. The Australian Capital Territory and Tasmania are currently reviewing their screening laws. New requirements and amendments will be added to this policy as they are introduced.

Please be aware that state and territory child protection requirements also apply to individuals and organizations originating outside of the state with the legislation in place. For example, if a state association or club takes players U18 into New South Wales for training camps, competition or other activities, those travelling with the teams must comply with NSW law.

Please note that the state specific child protection requirements apply despite the existence or absence of our Member Protection Policy. As part of Athletics Tasmania's commitment to protecting the safety and welfare of children and young people involved in Athletics Tasmania's activities, Athletics Tasmania requires the following measures to be met.

- Provide education and/or information on child abuse and child protection to those involved in our sport such as coaches, youths and officials; and
- Meet the requirements outlined below as and when applicable.

The following States have a sport specific child protection legislation:

New South Wales:

Refer to the NSW Commission for Children and Young People website: www.kids.nsw.gov.au or 02 9286 7219.

Queensland:

Refer to the Queensland Commission for Children and Young People and Child Guardians website: www.bluecard.qld.gov.au or 1800 113 611.

South Australia:

Refer to the Department for Families and Community website: www.familiesandcommunities.sa.gov.au or the South Australian Office for Recreation and Sport's website www.resport.sa.gov.au 08 8226 8800.

Western Australia:

Refer to the Department for Community Development Working With Children Screening Unit website: www.checkwwc.wa.gov.au or 1800 883 979.

Victoria:

Refer to the Department of Justice website: www.justice.vic.gov.au and follow the Working With Children Check Link under Business Units or 1300 652 879.

Northern Territory:

Refer to the Department of Health and Community services website: www.nt.gov.au/health/comm_svs/facs/community_welfare_act_review/child_protection.shtml 08 8999 2400 or for more information contact 1800 SAFE NT (1800 723 368)

The following States do not have a sport specific child protection legislation, please contact:

Tasmania:

Refer to the Commissioner for Children website: www.childcomm.tas.gov.au or 03 6233 4520 or: The Tasmanian Police on www.police.tas.gov.au and Play by the Rules at: www.playbytherules.net.au

Australian Capital Territory:

Refer to the Office for Children, Youth and Family Support website: www.det.act.gov.au/services/OCYFS_Care_Protection.htm, or 1300.556.729

Attachment B1: SCREENING REQUIREMENTS

This attachment sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) for Athletics Tasmania that involves working with children.

Screening under this policy is not a replacement for any other procedure required by law. If a State or Territory legislation sets an equivalent or higher standard of screening, the requirement to screen people under the process outlined below need not be followed.

Athletics Tasmania and its affiliates, where applicable, will:

1. Identify positions (paid or voluntary) that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Obtain a completed *Member Protection Declaration* (MPD) from all people who are bound by this policy if they occupy or apply for a position that involves working with people under the age of 18 years. The MPD will be kept in a secure place.

If a MPD is not provided, or it reveals that a person does not satisfactorily meet with one or more of the clauses in the MPD (e.g. has a relevant criminal conviction) Athletics Tasmania, its associations or club will:

- Provide an opportunity for the person to respond/provide an explanation, and
- Make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied, then Athletics Tasmania, its association or club will:

- In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work (directly and unsupervised) with people under the age of 18 years. If this is not possible, then end the appointment: or
 - In the case of someone applying for the position/role, not appoint them;
3. Where possible, check a person's referees (verbal or written) and interview a person about his/her suitability for the role and their suitability for working with children for both paid and voluntary positions:
 4. Ask the people applying for and people who currently occupy a position that involves working with children, to **sign a consent form** for a national police check. (Information on police checks and forms can be found at www.ausport.gov.au/ethics/policechecks.asp ;
 5. Request a national police check from our relevant police jurisdiction for people applying for and people who currently occupy (paid or voluntary) positions that involves working with children. In most police jurisdictions, a 'Part Exclusion' check for people working with children can be requested. This check excludes irrelevant records.

If the police check indicates a relevant offence, Athletics Tasmania, and its affiliates, where applicable, will:

- provide an opportunity for the person to respond/provide an explanation, and
- make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years.

If unsatisfied then Athletics Tasmania, its associations or club will:

- In the case of an existing employee/volunteer, transfer the person to another role which does not require them to work (directly and unsupervised) with people under the age of 18 years. If this is not possible, then end the appointment: or
- In the case of someone applying for the position/role, not appoint them;

If the person does not agree to a national police check after explaining why it is a requirement, Athletics Tasmania, its associations or club will:

- In the case of a existing employee/volunteer, transfer the person to another role which does not require them to work (directly and unsupervised)with people under the age og 18 years. If this is not possible, then end the appointment: or
 - In the case of someone applying for the position/role, not appoint them;
6. Decide whether to offer the person the position or retain the person in the position, taking into account the result of the police check and any other information Athletics Tasmania, its associations or club has available. Where it is not practical to complete the police check prior to employment commencing, Athletics Tasmania, its associations or club will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
 7. Where a national police check is obtained under this member protection policy, another organization which is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years. .
 8. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.

Attachment B2: MEMBER PROTECTION DECLARATION

Athletics Tasmania, its associations or clubs has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with Athletics Tasmania, its associations or club’s activities. As Part of this duty of care and as a requirement of Athletics Tasmania, its associations or club’s Member Protection Policy, Athletics Tasmania its associations or club must enquire into the background of those applying for, undertaking in any work (paid or voluntary) that **involves working with children.**

I (name) of
..... (address) born/...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for offences involving sexual activity, acts of indecency, child abuse or child pornography;
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment;
4. I have never been sanctioned for anti-doping rule violation under any anti-doping policy applicable to me;
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that Athletics Tasmania, its associations or club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the President of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses [1 to 6] above has changed.

Declared in the State of
on/...../.....(date) Signature

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

PART C: ATTACHMENTS - COMPLAINT HANDLING PROCEDURES

Attachment C1: OVERVIEW OF COMPLAINTS PROCEDURE

A complaint can be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and/or a breach of this policy. Complaints will always vary. They may be about individual or group behaviour; they may be extremely serious or relatively minor; they may be about a single incident or a series of incidents; and the person about who the allegation is made may admit to the allegations or emphatically deny them.

Given all of the variables that can arise, Athletics Tasmania provides a step-by-step complaint procedure that people may use/enter at any stage. Individuals and organisations to which this policy applies may also pursue their complaint externally under anti-discrimination, child-protection or other relevant legislation.

Where the MPIO receives a complaint either orally or in writing from a minor, the MPIO will offer such assistance as reasonably necessary to that minor to formulate the complaint and will advise the complainant's parent or guardian prior to any further action being taken under this policy.

If at any point in the complaint process MPIO and/or the President consider that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter will be referred to Athletics Tasmania's Appeals Tribunal for appropriate action. All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

Individuals and organisations may also pursue their complaint externally under anti-discrimination, child protection or other relevant legislation.

If you wish to remain anonymous, Athletics Tasmania may have difficulty assisting you to resolve your complaint. Procedural fairness (natural justice) means that Athletics Tasmania is required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond.

INFORMAL APPROACHES

Step 1: Talk with the other person (where this is reasonable and appropriate)

In the first instance, you (the Complainant) should try to sort out the problem with the person or people involved (respondent) if you feel able to do so.

Step 2: Contact a Member Protection Information Officer

If:

- The first step is not possible/reasonable; or
- You are not sure how to handle the problem by yourself; or
- You just want to talk confidentially about the problem with someone and get some more information about what you can do; or
- The problem continues after you tried to approach the person or people involved; then

Talk with one of our Member Protection Information Officers (MPIO) and/or the President of Athletics Tasmania. A list of the MPIO's can be found at

http://www.ausport.gov.au/supporting/ethics/resources/member_protection/member_protection_officers

The MPIO and/or the President will:

- Take notes about your complaint (which the MPIO and/or President will keep in a secure and confidential place);
- Try to sort out the facts of the problem;
- Ask what outcome/how you want the problem resolved and if you need support;
- Provide possible options for you to resolve the problem;
- Explain how our complaints procedure works;

- Act as a support person if you so wish;
- Refer you to an appropriate person to help you resolve the problem, if necessary;
- Inform the relevant government authorities and/or police if required by law to do so; and
- Maintain strict confidentiality.

Step 3: Outcomes from initial contact

After talking with the MPIO and/or President, you may decide:

- there is no problem;
- the problem is minor and you do not wish to take the matter forward;
- to try and work out your own resolution (with or without a support person such as a MPIO and/or President) or
- to seek a mediated resolution with the help of a third person (such as a mediator); or
- to seek a formal approach.

FORMAL APPROACHES

Step 4: Review of outcome to date

If your complaint is not resolved to your satisfaction, you may:

- make a formal complaint in writing to the MPIO; or
- approach a relevant external agency such as an anti-discrimination commission, for advice.

Step 5: Making a Formal complaint

If you decide to make a formal complaint in writing under **Step 4**, the MPIO will on receiving the formal complaint and based on the material you have provided, the MPIO will decide whether:

- they are the most appropriate person to receive and handle the complaint;
- the nature and seriousness of the complaint warrants a formal resolution procedure. Some complaints may be of a minor and/or purely personal nature with no connection to the activities of Athletics Tasmania. In these cases, the MPIO may determine that the complaint does not warrant a formal resolution procedure;
- to appoint a person to **investigate** (gather more information on) the complaint;
- to refer the complaint to informal or formal mediation session;
- to refer the complaint to a hearings tribunal;
- to refer the matter to the police or other appropriate authority; and/or
- to implement any interim arrangements that will apply until the complaint process set out in these Procedures is completed.

In making the decision(s) outlined above, the MPIO will take into account:

- whether they have had any personal involvement in the circumstances giving rise to the complaint and, if so whether their ability to impartially manage the complaint is compromised or may appear to be compromised
- whether, due to the nature of the complaint, specific expertise or experience may be required to manage the complaint;
- your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- Whether, due to the nature of the complaint, the relationship between you and the respondent and any other relevant factors, the complaint should be referred (or should not be referred) to informal or formal mediation or to a hearings tribunal. Relevant factors may include an actual or perceived power imbalance between you and the respondent, the nature of any ongoing working relationship between you and the respondent, and the personal attributes of you and the respondent (for example, if one party does not speak English fluently, some of the possible complaints resolution mechanisms may not be appropriate);
- the nature and sensitivity of any information or other material that must be provided by you, the respondent, and any of the other people involved in the complaint;

- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the likelihood and consequences (if the complaint is ultimately proven) that you will be subject to further unacceptable behaviour while the complaint process set out in these Procedures is being conducted.

If MPIO is the appropriate person to handle the complaint they will, to the extent that these steps are necessary:

- get full information from you (the complainant) about your complaint and how you want it resolved (if this information has not already been obtained through earlier steps);
- put the information they've received from you to the person/people you're complaining about and ask them to provide their version of events;
- decide whether they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
- determine what, if any, further action to take. This action may include disciplinary action in accordance with Attachment C6, appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session or a hearings tribunal and/or referring the complaint to the police or other appropriate authority.

Step 6: Investigation of the complaint

If:

- A person appointed to investigate the complaint under **Step 5**, the investigator will conduct the investigation and provide a written report to the MPIO who will determine what, if any, further action to take. This action may include a direction to the investigator to make further enquiries and obtain additional information, disciplinary action in accordance with Attachment C6, and referring the complaint to an informal or a formal mediation session, a hearings tribunal and/or the police or other appropriate authority.
- the complaint is referred to an informal or formal mediation session under **Step 5**, the mediation session will be conducted in accordance with Attachment C2 or as otherwise agreed by you and the respondent;
- the complaint is referred to a hearings tribunal under **Step 5**, the hearing will be conducted in accordance with Attachment C5;
- the complaint is referred to the police or other appropriate authority under Step 5, Athletics Tasmania will provide all reasonable assistance lawfully required by the police or other appropriate authority; and
- Interim administrative or other arrangements are implemented under **Step 5**, Athletics Tasmania will periodically review these arrangements to ensure that they are effective.

[Any costs relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings tribunal) are to be met by Athletics Tasmania unless stated in the relevant Attachment or determined by Athletics Tasmania as the matter proceeds.]

Step 7: Reconsideration of initial outcome/investigation or appeal

If, under **Step 6**, an informal or formal mediation session is conducted, and you and the respondent(s) cannot reach a mutually acceptable mediation solution to the complaint, you may request the MPIO reconsider the complaint in accordance with **Step 5**

You or the respondent(s) may be entitled to appeal where;

- Under **Step 5**, a decision was made by the MPIO:
 - Not to take any action; or
 - To take disciplinary action; or
- Under **Step 6**, a decision was made by the MPIO or a hearings tribunal:
 - Not take any action; or
 - To take disciplinary action.

The grounds for appeal and the process for appeals under this Policy are set out in Attachment {C5}.

If the internal complaints process set out in this Policy do not achieve a satisfactory resolution/outcome for you, or if you believe it would be impossible to get an impartial resolution within Athletics Tasmania, you may choose to approach an external agency such as an equal opportunity commission to assist with a resolution.

Step 8: Documenting the resolution

The MPIO will document the complaint, the process and the outcome. This document will be stored in a confidential and secure place. If the complaint was dealt with at a state/district level, the information will be stored in the state association office. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored at the state office.

EXTERNAL APPROACHES

There are a range of other options available depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be harassment within its jurisdiction, you may lodge a formal complaint with the commission.

Once a complaint is received by an anti-discrimination commission, it will investigate. If it appears that unlawful harassment or discrimination has occurred, the commission will conciliate the complaint confidentially. If this fails, or is inappropriate, the complaint may go to a formal hearing where a finding will be made. The tribunal will decide upon what action, if any, will be taken. This could include financial compensation for such things as distress, lost earnings or medical and counselling expenses incurred.

An anti-discrimination commission can decline to investigate a complaint, or dismiss a complaint at any point in the investigation, conciliation or public hearing stages.

If you do lodge a complaint under anti-discrimination law, you may use an appropriate person (e.g. an *[MPIO]*) as a support person throughout the process. It is also common to have a legal representative, particularly at the hearing stage of a complaint.

You could also approach another external agency such as the police.

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Attachment C2: MEDIATION

Mediation is a process by which people who are in conflict can be helped to communicate with each other about what is important for them and how to make decisions about resolving their dispute. Mediators provide a supportive atmosphere and method of talking to one another, to assist in sorting out the issues, coming up with acceptable solutions and making mutually satisfactory agreements.

This attachment outlines the general procedure of mediation that will be followed by Athletics Tasmania.

1. The people involved in a formal complaint (complainant and respondent(s)) may work out their own resolution of the complaint or seek the assistance of a neutral third person or a mediator. Mediation may occur either before or after an investigation of the complaint.
2. Mediation (getting those involved to come to a joint agreement about how the complaint should be resolved) will only be recommended:
 - a. After the complainant and respondent have had their chance to tell their version of events to the MPIO and/or the President.
 - b. The MPIO and/or the President does not believe that any of the allegations warrant any form of disciplinary action – proven serious allegations will not be mediated, no matter what the complainant desires; and
 - c. Mediation looks like it will work (i.e. the versions given by the complainant and respondent tally or almost tally and/or at the very least, it looks as though it will be possible for each party's point of view).
3. Mediation will not be recommended if;
 - a. The respondent has a completely different version of the events and they won't deviate from these;
 - b. The complainant or respondent are unwilling to attempt mediation; or
 - c. Due to the nature of the complaint, the relationship between you and the respondent(s), and any other relevant factors, the complaint is not suitable for mediation.
4. If mediation is chosen to try and resolve the complaint, the MPIO and/or President will, in consultation with the complainant and the respondent(s), arrange for a mediator to mediate the complaint.
5. The MPIO and/or the President will notify the respondent(s) that a formal complaint has been made, provide them with details of the complaint and notify them that Athletics Tasmania has decided to refer the matter to mediation to resolve the complaint.
6. The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s), will choose the procedures to be followed during the mediation. At a minimum, an agenda of issues for discussion will be prepared by the mediator.
7. The mediation will be conducted confidentially and without prejudice to the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
8. At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached between the complainant and respondent(s) and it will be signed by them as their agreement.
9. If the formal complaint is not resolved by mediation, the complainant may:
 - a. Write to the MPIO and/or President and request that the MPIO and/or the President reconsider the complaint in accordance with Step 5; or
 - b. Approach an external agency such as an anti-discrimination commission.

Attachment C3: INVESTIGATION PROCEDURE

If an investigation needs to be conducted the following steps are to be followed:

1. A written brief will be provided to the investigator to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
2. The complainant will be interviewed and the complaint documented in writing.
3. The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full the respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
4. The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
5. If there is a dispute over facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
6. The investigator will make a finding as to whether the complaint is:
 - substantiated (there is sufficient evidence to support the complaint);
 - inconclusive (there is insufficient evidence either way);
 - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
 - mischievous, vexatious or knowingly untrue.
7. A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to the MPIO and/or the President. A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).
8. Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person/adviser (e.g. MPIO or other person).
9. The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is in *[Attachment C5]*.

More detailed information on conducting internal investigations can be found at www.ausport.gov.au

Attachment C4: HANDLING ALLEGATION OF CHILD ABUSE

An allegation of child abuse is a very serious matter and must be handled with a high degree of sensitivity. The initial response to a complaint that a child has allegedly been abused should be immediate if the incident/s are serious or criminal in nature while less serious/urgent allegations should be actioned as soon as possible, preferably within 24 hours.

The following is a basic outline of the key processes to follow. More information can be obtained from State or Territory government agencies.

Step 1 – Clarify basic details of the allegation

- Any complaints, concerns or allegations of child abuse should be made or referred to the President and/or the MPIO.
- The initial response of the person that receives the complaint from the child (or person on behalf of the child) is crucial to the well-being of the child. It is important for the person receiving the information to:
 - Stay calm;
 - Listen, be supportive and do not dispute what the child says;
 - Reassure the child that what has occurred is not the fault of the child;
 - Ensure the child is safe;
 - Be honest with the child and explain that other people may need to be told in order to stop what is happening; and
 - Ensure you are clear about what the child has said but do not elicit detailed information, ask leading questions or offer an opinion;
 - The person receiving the complaint should obtain and clarify basic details (if possible) such as:
 - Child's name, age and address
 - Person's reason for suspecting abuse (observation, injury or other); and
 - Names and contact details of all people involved, including witnesses.

Step 2 – Report allegations of a serious or criminal nature

- Any individual or organisation to which this policy applies, should immediately report any incident of a serious or criminal nature, to the police and/or government child protection agency. You may need to report to both.
- If the allegation involves a child at risk of harm, the incident should immediately be reported to the police or other appropriate government agency.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the complaint should be reported (for example, the allegation may relate to poor/inappropriate practice).
- If the child's parent/s is suspected of committing the abuse, you should report the allegation to the relevant government agency.
- If the allegation involves anyone to whom our policy applies, then also report the allegation to the President of Athletics Tasmania so that they can manage the situation (e.g. contact the parents following advice from the authorities, deal with any media enquiries and manage steps 3 and 4).

Step 3 – Protect the child

- The President and/or the MPIO should assess the risks and take interim action to ensure the child's/children's safety. Some options could include redeployment of the alleged offender to a non-child related position, supervision of the alleged offender or removal/suspension from their duties until the allegations are finally determined.
- The President and/or MPIO should also address the support needs of the person against whom the complaint is made. Supervision of the person should ideally occur with the knowledge of the person. If stood down, it should be made clear to all parties that are aware of the incident that this does not mean the person is guilty and a proper investigation still needs to be undertaken.

Step 4 – Further clarify and investigate allegation

For allegations of a serious or criminal nature (for example, sexual abuse):

- Seek advice from the police and relevant government agency as to whether Athletics Tasmania should carry out its own internal investigation (in addition to any police or relevant government agency investigation)
- If the police and/or relevant government agency advisees that it is appropriate, then appoint an independent person (where possible) with appropriate expertise to conduct an investigation. The investigator should:
 - Contact the parents/carers of the child at an appropriate time and as directed by the police or relevant government agency;
 - If appropriate, meet with parents/careers and the child to clarify the incident and offer support on behalf of Athletics Tasmania if required (example, professional counselling);
 - Meet with the person against whom the allegation refers t an appropriate time and as directed by the relevant authority and give the person the opportunity to explain or respond to the allegation and identify any witnesses and supporting evidence. The person should have a opportunity to invite a support person/adviser to attend at a meeting and should be offered support (example. Professional counselling) if necessary;
 - Obtain a signed statement and record of interview from the person;
 - Make contact with any witnesses and obtain written and signed statements outlining details of the allegation (what happened, when, how). This should only occur following advice from the relevant authority; and
 - Obtain other information that could assist in making a decision on the allegation.
- The information collected during the investigation should be made available to the relevant authorities.
- Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

Step 5 – Record and analyse all information

- If an internal investigation was conducted under **Step 4**, the investigator will provide a report to the President.
- The decision-makers(s) will be the President of Athletics Tasmania and will remain separate and at arm's length from the investigator.
- The President will consider all the information and determine a finding. The President will also recommend action and its rational for the action.

Step 6 – Undertake disciplinary action

- For incidents of a serious or criminal nature, consideration must be given to the findings of the police and/or the government agency before making a decision on disciplinary proceedings.
- If disciplinary action is to be taken, the procedures outlined in Attachment C6 of the policy.
- Implement any disciplinary decision recommended by the President. The action should be immediate.
- Check with the relevant state government authority to see if you need to forward a report.
- Complete the relevant report form in Part E of this Policy. Retain the original in a secure place and forward a copy to the President of Athletics Tasmania.

Attachment C5: HEARINGS & APPEALS TRIBUNAL PROCEDURE

These procedures must be read in conjunction with Athletics Tasmania's Constitution and By-Laws and if a conflict occurs between this document and the abovementioned, Athletics Tasmania's Constitution and By-Laws will take precedence. The following Tribunal Hearing Procedure will be followed by hearings tribunals established by Athletics Tasmania.

Tribunal Formation and Notification

1. A Tribunal Panel will be constituted following the rules outlined in Athletics Tasmania's Constitution, to hear a complaint that has been referred to it by The President.
2. The President will organize for a Tribunal to be convened by notifying the Tribunal Panel members that they are required to hear a complaint. The Tribunal Panel members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the President relating to the complaint/allegations.
3. The Tribunal Hearing will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare to respond to the complaint.
4. The number of Hearing Tribunal Panel members required to be present throughout the Tribunal Hearing Process will be a minimum of three (3) persons.
 - 4.1 The Tribunal Panel will not include any person who has any actual or perceived conflict of interest, preconceived opinions, vested interests or personal involvement relating to the complaint
 - 4.2 The Tribunal Panel will comprise at least one person who has knowledge, and preferably experience, of any relevant laws relating to the complaint (e.g. anti-harassment).
 - 4.3 If a member of the Tribunal Panel cannot continue once the Tribunal Hearing has commenced, and the minimum number required for the Tribunal Hearing is still maintained, the discontinuing member will not be replaced.
 - 4.4 If the specific or minimum number is not maintained, the discontinuing member may be replaced if it is considered appropriate by the Tribunal Chairperson. Factors to consider should include the circumstances of the complaint and the ability of the new Tribunal Panel member to be reasonably and impartially informed of the hearing evidence up to the time of their appointment. If the Tribunal Chairperson believes it is not appropriate for a new Tribunal Panel member to be appointed then the Tribunal will be rescheduled to a later date. The Tribunal Chairperson will inform the President of the need to reschedule, and the President will organize for the Tribunal Hearing with a new Tribunal Panel to be reconvened.
5. The President will inform the respondent(s) by written notification that a tribunal hearing will take place. The written notification will outline:
 - That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;
 - Details of the complaint, including any relevant rules or regulations they are accused of breaching (if there is more than one complaint these should be set out separately);
 - The date, time and venue of the tribunal hearing;
 - That they can make either verbal or written submissions to the Tribunal;
 - That they may arrange for witnesses to attend the Tribunal in support of their position;
 - An outline of any possible penalties that may be imposed if the complaint is found to be true; and
 - If the respondent is considered a minor, they have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the respondent.

The respondent(s) will be allowed to participate in all Athletics Tasmania activities and events, pending the decision of the Tribunal, including any available appeal process, unless the President believes it is warranted to exclude the respondent(s) from all or some Athletics Tasmania activities and events, after considering the nature of the complaint.

6. The President will inform the person making the complaint (complainant) by written notification that a tribunal hearing will take place. The written notification will outline:
- That the person has a right to appear at the tribunal hearing to support their complaint;
 - Details of the complaint, including any relevant rules or regulations they are accused of breaching (if there is more than one complaint these should be set out separately)
 - The date, time and venue of the tribunal hearing;
 - That they can make either verbal or written submissions to the Tribunal;
 - That they may arrange for witnesses to attend the Tribunal in support of their position ; and
 - If the complainant is considered a minor, they have a parent or guardian present.

A copy of any information / documents that have been given to the Tribunal (e.g. investigation report findings) will also be provided to the complainant.

7. If the complainant believes the details of the complaint are incorrect or insufficient they should inform the President as soon as possible so that the respondent and the Tribunal Panel members can be properly informed of the complaint.

Tribunal Hearing Procedure

8. The following people will be allowed to attend the Tribunal Hearing:
- The Tribunal Panel members;
 - The respondent(s);
 - The complainant;
 - Any witnesses called by the respondent;
 - Any witnesses called by the complainant;
 - Any parent / guardian or support person required to support the respondent or the complainant.
9. The Tribunal Chairperson will call the Hearing to order at the designated time and determine if the respondent(s) is present.
10. If the respondent(s) is not present at the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been carried out correctly.
11. If the Tribunal Chairperson considers that a valid reason for the non-attendance of the respondent(s) is presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been carried out correctly, then the Tribunal Hearing will be rescheduled to a later date.
12. The Tribunal Chairperson will inform the President of the need to reschedule, and the President will organise for the Tribunal to be reconvened.
13. The Tribunal Chairperson will read out the complaint that is to be judged,, ask the respondent(s) if they understand the complaint being made against them, and if they agree or disagree with the complaint.
14. If the person agrees with the complaint, they will be asked to provide any evidence or witnesses that should be considered by the Tribunal Panel when determining any disciplinary measures.
15. If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
- Brief notes may be referred to.
 - The complainant may call witnesses.
 - The respondent(s) may be allowed to question the complainant and their witnesses.
16. The respondent(s) will then be asked to respond to the complaint.
- Brief notes may be referred to.
 - The respondent will be allowed to call witnesses.
 - The complainant may be allowed to ask questions of the respondent and their witnesses.
17. Both the complainant and respondent will be allowed to be present when evidence is presented to the Tribunal. Witnesses may be asked to wait outside the Tribunal Hearing until required.
18. The Tribunal will be allowed to:
- consider any evidence, and in any form, that it deems relevant.

- question any person giving evidence.
 - limit the number of witnesses presented if it is agreed by all parties that they will support the person who requested them, but will not provide any new evidence.
19. Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
 20. If the Tribunal considers that at any time during the Tribunal Hearing that there is any unreasonable or intimidatory behaviour from anyone allowed to be present, the Tribunal Chairperson shall have the power stop any further involvement of the person in the hearing.
 21. After all of the evidence has been presented the Tribunal Panel will make its decision in private. If the Tribunal believes the complaint has been substantiated on the balance of probabilities (i.e. more probable than not), the respondent will be given an opportunity to address the Tribunal Panel and make a submission on any disciplinary measures may be imposed. Any disciplinary measures imposed must be reasonable in the circumstances.
 22. All decisions made by the Tribunal will be based on a majority vote.
 23. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed.
 24. Within 48 hours, the Tribunal Chairperson will:
 - 24.1 Forward to the President a copy of the Tribunal decision including any disciplinary measures imposed.
 - 24.2 Forward a letter to the respondent(s) reconfirming the Tribunal decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal to be made.

Appeals Procedure

25. A complainant or a respondent(s) who is not satisfied with the decision described in **Step 7** of the Complaints Procedures can lodge one appeal to Athletics Tasmania on one or more of the following bases:
 - 25.1 That a denial of natural justice has occurred; or
 - 25.2 That the disciplinary measure(s) imposed is unjust and/or unreasonable.
 26. A person wanting to appeal in accordance with paragraph 25 must lodge a letter stating their intention and the basis for their appeal with the President within 14 days of the relevant decision. The appeal fee shall be \$100 until determined otherwise by the Board of Athletics Tasmania.
 27. If the letter of appeal is not received by the President within the relevant time period the right of appeal lapses. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal shall be deemed to be withdrawn.
 28. Upon receipt of the letter of appeal, the President must convene a special meeting of Athletics Tasmania's Appeal Tribunal to review the letter of appeal and decide whether there are sufficient grounds for the appeal to proceed. Athletics Tasmania's Appeal Tribunal will be able to invite any witnesses to the meeting it believes are required to make an informed decision.
 29. If it is considered that the letter of appeal has not shown sufficient grounds for appeal in accordance with paragraph 25, then the appeal will not proceed and the person will be notified of this decision and the reasons for this decision. The appeals fee will only be refunded at the discretion of the Appeals Tribunal.
 30. If the appeal is considered to have sufficient grounds to proceed then a Tribunal with a new panel will be convened to rehear the complaint. Athletics Tasmania's Appeal Tribunal shall follow the Tribunal Formation and Notification procedures outlined above.
 31. The Tribunal Hearing Procedure shall be followed for the appeal.
 32. The decision of an Appeal Tribunal will be final.
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Attachment C6: DISCIPLINARY MEASURES PROCEDURE

The following disciplinary measures must be read in conjunction with Athletics Tasmania's Constitution and by-Laws. Any disciplinary measures imposed by the hearings tribunal and/or President under this policy must:

- Observe any contractual and employment rules and requirements;
- Conform to the principles of natural justice;
- Be fair and reasonable;
- Be based on the evidence and information presented; and
- Be within the powers of the hearings tribunal and/or Presidents to impose the disciplinary measure.

Individual

Subject to contractual and employment requirements, if a finding is made that an individual had breached Athletics Tasmania's Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by the hearings tribunal and/or President:

1. A direction that the individual make a verbal and/or written apology;
2. A written warning;
3. A direction that the individual attend counseling to address their behaviour;
4. A withdrawal of any awards, placings, records, achievements bestowed in any events. Activities or events held or sanctioned by Athletics Tasmania;
5. A demotion or transfer of the individual to another location, role or activity;
6. A suspension of the Individual's membership, appointment or engagement;
7. Termination of the individual's membership, appointment or engagement;
8. Recommend that Athletics Tasmania terminate the individual's membership, appointment or engagement;
9. In the case of a coach or official, a direction that the relevant organization de-register the accreditation of the coach or official for a period of time or permanently; and
10. Any other form of discipline that the hearings tribunal and/or President consider appropriate.

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

In addition to the above, should the Board determine that an individual is in breach of this Policy it may, depending on the severity of the breach:

- (1) Report the matter to the relevant State, Territorial or Federal law enforcement authority in Australia or where the incident occurred overseas, the relevant law enforcement authority in that country;
- (2) Withdraw any assistance provided to the individual and prevent the individual from receiving any future assistance for such period as is determined appropriate;
- (3) Suspend the individual, whether for a fixed period or indefinitely, from participating in or any future participation in any athletics competition or impose such conditions on the continuing participation or future participation by the individual in such competitions; and
- (4) Impose such other sanction which the Board in its absolute discretion determines appropriate, including but without limitation, requiring the individual to undergo counseling as directed by the Board.

Organisations

If a finding is made that Athletics Tasmania, its members or affiliated organizations has breached Athletics Tasmania's Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by the hearings tribunal and/or President:

1. A written warning;
2. A monetary fine;
3. A direction that any rights, privileges and benefits provided to that organisation by the state body or other peak association be suspended for a specified period;
4. A direction that any funding granted or given to it by the state body or a peak association cease from a specified date;

5. A direction that the state body and peak associations cease to sanction events held by or under the auspices of that organization;
6. A recommendation to the state body and peak associations that its membership of the state body and peak associations be suspended or terminated in accordance with the relevant constitution or rules; and/or
7. Any other form of discipline that the state body or peak association consider to be appropriate.

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by the organization in the future may result in more serious form of discipline.

Member or Affiliate:

Should the Board determine that a Member or Affiliate has breached the Constitution or this Policy, it will impose a sanction commensurate with the severity of the breach and may:

- (1) Impose a fine not exceeding \$10,000.00 to be paid;
- (2) Suspend the Member or Affiliate for either:
 - (a) a period of no more than six months; or
 - (b) until the Member or Affiliate rectifies the breach or conduct in question;
- (3) Should the Member or Affiliate rectify the breach or conduct in question within six months, the Board will refer the issue to the Members in general meeting who may determine by special resolution to extend the period of suspension.

Employee/Officer:

Should the Board determine that an employee/officer of Athletics Tasmania is in breach of this Policy then the employee/officer may be sanctioned in accordance with the conditions governing his or her employment and depending on the nature of the breach, report the employee/officer to the relevant State, Territorial or Federal law enforcement authority in Australia or where the incident occurred overseas, the relevant law enforcement authority in that country.

All Members, Affiliates, Honorary Life Members, Athletes, Officials and Employees and Officers of Athletics Tasmania must provide assistance and information to the Board as requested by the President to enable Athletics Tasmania to properly implement this Policy.

Save as required by law, all persons concerned must keep confidential and not comment publicly on or disseminate to any person information concerning:

- (1) The fact of and details of any allegation that a person has breached this Policy;
- (2) All evidence obtained on behalf of Athletics Tasmania or provided by any person in connection with the alleged breach of this Policy; and
- (3) The fact, details and outcome of any hearing into the alleged breach of this Policy.

For the avoidance of doubt, nothing in this Policy prevents a Complainant from taking action under State or Federal Legislation. In the event of a conflict of interest arising under this Policy, then the Board will resolve such conflict in its absolute discretion.

Factors to consider when imposing discipline

The form of discipline to be imposed on an individual or organization will depend on factors such as:

- If the individual is a parent and/or spectator, the ability to enforce a penalty may be difficult;
- Nature and seriousness of the behaviour or incidents;
- In a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
- If the individual concerned knew or should have known that the behaviour was a breach of the Policy;
- Level of contrition of the respondent(s)
- The effect of the proposed disciplinary measures on the respondent(s) including any personal professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action; and/or
- If there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so seriously.

PART D: ATTACHMENT: ROLE-SPECIFIC CODES OF CONDUCT

D1. Athlete Code of Conduct

CODE OF BEHAVIOUR FOR ATHLETES IN A TASMANIAN TEAM.

All athletes in an Athletics Tasmania Team, whether at a Tasmanian or interstate venue, are required to abide by the Athletics Tasmania Code of Conduct. The Code upholds the principles and values of both Athletics Australia and Athletics Tasmania. This Code of Behaviour is to be read in conjunction with the Code of Conduct.

All athletes must agree to adhere to the Athletics Australia Anti Doping policy. A copy of the Athletics Tasmania Code of Conduct and the Athletics Australia Anti Doping Policy can be obtained from the Athletics Tasmania office, or at the website: www.tasathletics.org.au .

As well, athletes must:

- Abide by the rules of Athletics Australia and Athletics Tasmania.
- Not argue with any official. If you disagree with an official, discuss this with your Team Manager who will act as your advocate.
- Control your temper. Verbal abuse of officials or other athletes, or deliberately distracting or provoking a competitor, is neither acceptable nor permitted.
- Work equally hard for yourself and/or your team. Your team's performance will benefit, so will yours.
- Be a good sport. Applaud all good performances whether they are by your team members or others.
- Treat all athletes, as you would like to be treated. Do not interfere with, bully or take unfair advantage of another athlete.
- Co-operate with your Team Managers, coach, teammates and other athletes. Without them there would be no competition.
- Compete for the fun of it, and not just to please parents and coaches.

Team Managers have the right to send home any athlete guilty of serious misconduct. Any athlete sent home for such a reason might be further penalised following investigation of their actions. The behaviour of an athlete will be taken into account when selecting future teams. This form must be signed for an athlete to become a member of an Athletics Tasmania Team.

NAME OF ATHLETE

SIGNATURE OF ATHLETE/ DATE

SIGNATURE OF PARENT/GUARDIAN / DATE
IF ATHLETE IS UNDER 18.

PART D2: ATTACHMENT CODE OF BEHAVIOUR FOR PARENTS ACCOMPANYING A TASMANIAN TEAM

CODE OF BEHAVIOUR FOR PARENTS ACCOMPANYING A TASMANIAN TEAM

Any parent accompanying a Tasmanian Athletic team, whether travelling intrastate or interstate, is required to abide by the Athletics Tasmania Code of Conduct, where applicable. The Code upholds the principles and values of both Athletics Australia and Athletics Tasmania.

A copy of the Athletics Tasmania Code of Conduct and the Athletics Australia Anti Doping Policy can be obtained from the Athletics Tasmania office, or at the website address: www.tasathletics.org.au .

Accompanying parents must acknowledge that athletes are the responsibility of the Team Managers – not the accompanying parents. Accompanying parents must accept that the needs of the individual athlete **and** the needs of the team must come before the needs of the parent.

Accompanying parents must accept that Team Selections are the responsibility of the State Selectors in consultation with Team Managers and Coaches. While parents may request further information on team selections, the final decision regarding all team selections rests with Team Selectors, Team Management and Coaching Staff. Once any queries have been answered, parents may not continue to challenge Team Selections.

As well, accompanying parents should:

- Remember that children play sport for their enjoyment, not their parents.
- Encourage children to participate, not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake or losing a race.
- Remember that children learn best by example. Applaud good performances by all teams.
- Support all efforts to eliminate verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation of volunteer coaches, officials and administrators. Without them, your child could not participate.
- Do not under any circumstances remove your child from the team environment without the express approval and knowledge of the team manager.

This document is provided for the advice and information of parents accompanying their children when the children are representing Tasmania.

What information provided	
What they are going to do now	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the MPIO and/or President.

Attachment E2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	Date Formal Complaint Received: / /
Complainant's contact details	Phone: Email:	
Complainant's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about (respondent)	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's Role/status	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Coaching methods <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Physical abuse <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Unfair decision <input type="checkbox"/> Other	

Methods (if any) of attempted informal resolution	
Formal resolution procedures followed (outline)	
If investigated: Finding -	
If went to hearing tribunal: Decision - Action recommended -	
If mediated: Date of mediation - Were both parties present - Terms of Agreement - Any other action taken -	
If went to appeals tribunal: Decision Action recommended	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: Position: Signature: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).

Attachment E3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in attachment C4 have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	

Government agency contacted	Who: When: Advice provided:
CEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential place and provided to the relevant authorities (police and government) should they require them.