



General Codes of Behaviour

Version 1.02

12 January 2014

*Matrics Data / Record
Management and
History / Policies /
Current / General
Codes of Behaviour*



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1) **Background:**

The Matrics Netball Club (“the Club”) encourages participation and enjoyment in the sport of netball in Australia. The Club is responsible for the control and conduct of its members who include Players, Coaches, Umpires, Managers, Officials, Administrators and Spectators.

All members of the Club attending games and / or events are required to adhere to the following General Codes of Behaviour as well as those adopted from Netball Australia detailed within this document: -

a) **Club’s Responsibilities**

The Club is responsible for creating a safe and fair environment for players, participants, coaches and officials. To help coaches, officials and others working with players and participants, the Club provides: -

- ✚ Opportunities to further skills and knowledge through accredited training programmes.
- ✚ Codes of conduct.
- ✚ Procedures for responding to complaints.

b) **Code of Conduct – All**











- ✚ A participant is to be treated as they would like to be treated.
- ✚ Co-operate with your team members, coaches, opponents and officials.
- ✚ Control your temper; verbal abuse and sledging are not acceptable behaviours.
- ✚ Respect the rights, dignity and worth of all participants regardless of their ability, gender or cultural background.
- ✚ No-one should:
 - ✚ Make bullying, derogatory or demeaning remarks about you or other people.
 - ✚ Make racist or sexist jokes or comments, or jokes or comments about sexual preference.
 - ✚ Use anti-gay, anti-women or racist slurs to taunt someone or to motivate better performance.
 - ✚ Allow offensive pictures or graffiti to be visible.
 - ✚ Look at or touch anyone in ways that make them feel uncomfortable.
 - ✚ Make uninvited sexual comments that offend, intimidate or humiliate.
 - ✚ Discriminate against or harass anyone.



c) **Coaches' Responsibilities**

The following are to be adhered to at all times by all Coaches:-

General:

-  Respect the rights, dignity and worth of every club member. Within the context of the activity, treat everyone equally.
-  Ensure the player's time spent with you is a positive experience. All players are deserving of equal attention and opportunities.
-  Treat each player as an individual. Respect the talent, developmental state and goals of each individual player. Help each athlete reach full potential.
-  Be fair, considerate and honest with players.
-  Be professional in and accept responsibility for your actions. Language, manner, punctuality, preparation and presentation should display high standard. Display control, respect, dignity and professionalism to all involved with the sport – this includes opponents, coaches, officials, administrators, the media, parents and spectators. Encourage your players to demonstrate the same qualities.
-  Operate within the rules and spirit of netball. Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA).
-  Any physical contact with players should be appropriate to the situation, and necessary for the player's skill development.
-  Refrain from any form of personal abuse towards your players. This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards players from other sources whilst they are in your care.
-  Refrain from any form of sexual harassment towards your players. You should not only refrain from initiating a relationship with a player, but should also discourage any attempt by a player to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
-  Provide a safe environment for training and competition. Ensure equipment and facilities meet safety standard. If they do not, please liaise direct with your Head Coach or a Board member of the Club. Equipment, rules, training and the environment need to be appropriate for the age and ability of the players.

c) **Coaches' Responsibilities (continued)**

- ✚ Show concern and caution towards sick and injured players. Provide a modified training programme where appropriate. Allow further participation in training and competition only when appropriate. Encourage athletes to seek medical advice when required. Maintain the same interest and support towards sick and injured athletes.
- ✚ Be a positive role model for your sport and players. Please refer to the Harassment-Free Sport Guidelines available from the Australian Sports Commission for more information on harassment issues.
- ✚ Coaches should:
 - ✚ Be treated with respect and openness; and
 - ✚ have access to self-improvement opportunities and be matched with a level of coaching appropriate to their level of competence
- ✚ Provide a training programme which is planned and sequential.
- ✚ Maintain appropriate records.

✚ *Players and Matches:*

- ✚ No player shall play under a false name. If a player plays under a false name, a coach will be required to meet any fines or penalties from their own resources and will be dismissed from their role with the Club. Under no circumstances will the Club pay for any monetary penalties.
- ✚ All players must be registered and pay any player registration fees as directed by the Secretary / Treasurer. The Club will not pay for any player registration fees.
- ✚ No player who has umpired the preceding match and who is generally in the starting seven line-up, is to be penalised by not commencing the match in which they are to participate.

✚ *Police Check:*

- ✚ All coaches are required to have, at no cost, a Police Clearance Check prior to the commencement of either the summer or winter netball season. Forms can be obtained from the Club Secretary / Treasurer or from Netball SA.

c) Coaches' Responsibilities (continued)

+ *Accreditation and Personal Development:*

- +** Make a commitment to providing a quality service to your players and endeavour to improve your current accreditation. The cost of such accreditation will be reimbursed by the Club on successful completion. Netball Australia has a six-tier coach accreditation framework that provides education, training and mentoring to coaches as they progress along the coaching pathway. The courses reflect the skills and techniques required of players at each level of the player pathway.
- +** Seek continual improvement through performance appraisal and ongoing coach education.

d) Player Responsibilities

A player of the Matrics Netball Club is responsible to:

- +** Attend selection trials and discuss with selectors if unavailable.
- +** Attend training on a regular basis.
- +** Inform the coach if they are unavailable for training and scheduled games with as much notice as possible.
- +** Dress appropriately for training and wear full correct uniform for all matches.
- +** Support umpires and their coach and their decisions.
- +** Encourage team mates positively.
- +** Accept Club policy regarding player movement and equal court time during the minor rounds.
- +** Play within the rules and the spirit of the game of netball.

e) Parent and Guardian Responsibilities

To ensure children receive the greatest benefit from netball, parents and guardians should:

- +** Get to know the Coach and maintain open and honest communication with them about things that might be of concern.
- +** Volunteer to be involved with the Club. Our Club depend on the involvement of parents / guardians and volunteers.
- +** Be a good role model - don't be the 'angry/ugly parent' at games. This behaviour is not what is considered to be a role model for children.



e) ***Parent and Guardian Responsibilities (continued)***

- ✚ Be supportive of Coaches and others, and expect their Child to do the same.
- ✚ Focus upon their child's efforts and performance rather than the overall outcome of the event.
- ✚ Teach their child that an honest effort is as important as a victory.
- ✚ Never ridicule or shout at a child for making a mistake or losing a game.
- ✚ Applaud good play by both teams.
- ✚ Support all efforts to remove verbal and physical abuse from the playing arena.
- ✚ Recognise the value and importance of volunteers and Coaches.
- ✚ Accept Coach and Umpire decisions.
- ✚ Accept all Club policy.



2) What is a Breach of the Club's General Code of Behaviour?

a) Types of Breaches

Unacceptable behaviour will not be tolerated by the Club with the potential for any infringer to be banned from participating in the sport of netball with the Club. Participants found guilty of serious breaches by the Board of the Club can face an indefinite ban.

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

- ✚ Acted in a manner contrary to this Policy.
- ✚ Failed to follow Netball Australia policies and procedures for the protection, safety and welfare of children.
- ✚ Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this Policy.
- ✚ Discriminated against or harassed any person.
- ✚ Victimised another person for reporting a complaint.
- ✚ Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over.
- ✚ Disclosed to any unauthorised person or organisation any information that is of a private, confidential or privileged nature.
- ✚ Made a complaint they knew to be untrue, vexatious, malicious or improper.

b) Disciplinary Measures

If an individual to whom this General Code of Behaviour applies breaches this General Code of Behaviour, one or more forms of discipline may be imposed. Any disciplinary measure imposed under this General Code of Behaviour will:

- ✚ 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, this policy and / or the Rules of netball.



c) Factors to Consider

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

- ✚ Nature and seriousness of the breach.
- ✚ If the person knew or should have known that the behaviour was a breach.
- ✚ Level of contrition.
- ✚ The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences.
- ✚ If there have been relevant prior warnings or disciplinary action.
- ✚ Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy).
- ✚ Any other mitigating circumstances.

The potential disciplinary measures can include: -

- ✚ A direction that the individual make a verbal and / or written apology.
- ✚ A written warning.
- ✚ A direction that the individual attend counselling to address their behaviour.
- ✚ A withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the Club.
- ✚ A demotion or transfer of the individual to another role or activity.
- ✚ A suspension of the individual's membership or participation or engagement in a role or activity.
- ✚ Termination of the individual's membership, appointment or engagement.
- ✚ A recommendation that the Club terminate the individual's membership, appointment or engagement.
- ✚ In the case of a Coach or Official, the Club may de-register the accreditation of the Coach or Official for a period of time or permanently.
- ✚ A fine.
- ✚ Any other form of discipline that the Club's Board considers appropriate.

Netball Australia Member Protection Policy

The Club acknowledges the Netball Australia Member Protection Policy and its commitment to serving and protecting its members and participants through all levels of the sport.

A copy of the Member Protection Policy and its various attachments are contained herein and are contained in the following hyperlink: -

<http://netball.com.au/get-involved/associations/member-protection-policy/>

In this document, Netball Australia maintains the following Codes of Behaviour which are sanctioned by the Club: -

A. Codes of Behaviour:

Attachment A1	General Code of Behaviour
Attachment A2	Administrator Code of Behaviour
Attachment A3	Coach Code of Behaviour
Attachment A4	Junior Player Code of Behaviour
Attachment A5	Senior Player Code of Behaviour
Attachment A6	Umpire Code of Behaviour
Attachment A7	Parent / Guardian Code of Behaviour
Attachment A8	Spectator Code of Behaviour
Attachment A9	Bench Officials Code of Behaviour
Attachment A10	Media Code of Behaviour

Other Parts of the document include: -

B. *Employment Screening / Working with Children Check Requirements*

Attachment B1	Screening Requirements (for the Australian Capital Territory and Tasmania)
Attachment B2	Member Protection Declaration
Attachment B3	Working with Children Check Requirements

C. *National Complaint Handling Regulation*

Attachment C1	Complaints Procedure
Attachment C2	Mediation Procedure
Attachment C3	Investigation Procedure
Attachment C4	Procedure for Handling Allegations of Child Abuse
Attachment C5	Hearings and Appeals Tribunal Procedure
Attachment C6	Disciplinary Measures

D. *National Reporting Documents / Forms*

Attachment D1	Confidential Record of Informal Complaint
Attachment D2	Confidential Record of Formal Complaint
Attachment D3	Confidential Record of Child Abuse Allegation
Attachment D4	Record of Mediation
Attachment D5	Record of Hearing Tribunal Decision



Attachment 'A' – Codes of Behaviour

NETBALL AUSTRALIA MEMBER PROTECTION POLICY ATTACHMENT A: NATIONAL CODES OF BEHAVIOUR



Netball Australia, Member Organisations and Affiliates seek to provide a safe, fair and inclusive environment for everyone involved in netball.

To achieve this, Netball Australia, Member Organisations and Affiliates require certain standards of behaviour of players/athletes, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

Netball's codes of behaviour are underpinned by the following core values.

- To act within the rules and spirit of netball.
- To display respect and courtesy towards everyone involved in netball and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in netball.
- To encourage and support opportunities for participation in all aspects of netball.

ATTACHMENTS

ATTACHMENT A1: GENERAL CODE OF BEHAVIOUR

ATTACHMENT A2: ADMINISTRATOR CODE OF BEHAVIOUR

ATTACHMENT A3: COACH CODE OF BEHAVIOUR

ATTACHMENT A4: JUNIOR PLAYER CODE OF BEHAVIOUR

ATTACHMENT A5: SENIOR PLAYER CODE OF BEHAVIOUR

ATTACHMENT A6: UMPIRE CODE OF BEHAVIOUR

ATTACHMENT A7: PARENT/ GUARDIAN CODE OF BEHAVIOUR

ATTACHMENT A8: SPECTATOR CODE OF BEHAVIOUR

ATTACHMENT A9: BENCH OFFICIALS CODE OF BEHAVIOUR

ATTACHMENT A10: MEDIA CODE OF BEHAVIOUR

ATTACHMENT A: National Codes of Behaviour (Effective 1 January 2014)



ATTACHMENT A1: GENERAL CODE OF BEHAVIOUR

As a person required to comply with this Policy, you must meet the following requirements with regard to your conduct during any activity held or sanctioned by Netball Australia, Member Organisations or Affiliates.

1. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
2. Be ethical, fair, considerate and honest in all dealings with others.
3. Make a commitment to providing quality service.
4. Operate within the rules and spirit of the sport including national and state guidelines, constitution and policies which govern Netball Australia, Member Organisations and Affiliates.
5. Do not use your involvement with netball to promote your own beliefs, behaviours or practices where these are inconsistent with those of Netball Australia, Member Organisations or Affiliates.
6. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
7. Always place the safety and welfare of children above other considerations.
8. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
9. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws
10. Refrain from any behaviour that may bring Netball Australia, Member Organisations or Affiliates into disrepute.
11. Provide a safe environment for the conduct of the activity.
12. Show concern and caution towards others who may be sick or injured.
13. Be a positive role model.
14. Be responsible and accountable for your conduct.
15. Abide by the relevant Netball Australia role-specific codes of behaviour and understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.

ATTACHMENT A2: ADMINISTRATOR CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as an administrator.

1. Be fair, considerate and honest in all dealings with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Be aware of your legal responsibilities.
6. Develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences.
7. Involve players in the planning, leadership, evaluation and decision-making relating to the activity.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity level of participating players.
9. Ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) emphasise fair play in netball activities and games.
10. Where appropriate, distribute a Code of Behaviour sheet to coaches, players, umpires, parents, spectators and the media.

ATTACHMENT A3: COACH CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a coach.

1. Operate within the rules and spirit of netball, promoting fair play over winning at any cost.
2. Encourage and support opportunities for people to learn appropriate behaviour and skills.
3. Support opportunities for participation in all aspects of the sport.
4. Treat each person as an individual.
5. Display control and courtesy to all involved with the sport
6. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
7. Respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport.
8. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
9. Adopt appropriate and responsible behaviour in all interactions.
10. Adopt responsible behaviour in relation to alcohol and other drugs.
11. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
12. Ensure your decisions and actions contribute to a safe environment.
13. Ensure your decisions and actions contribute to a harassment free environment.
14. Do not tolerate harmful or abusive behaviour.
15. Place the safety and welfare of the athletes above all else.
16. Help each person (athlete, umpire etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
17. Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
18. Be honest and do not allow your qualifications to be misrepresented.

ATTACHMENT A: National Codes of Behaviour (Effective 1 January 2014)

ATTACHMENT A4: JUNIOR PLAYER CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a player.

2. Participate because you enjoy it, not just to please parents and coaches.
3. Play by the rules
 - Know the rules.
4. Participate fairly and safely.
5. Abide by decisions, without argument or bad temper
 - Captains have the right to approach an umpire during an interval or after the game for clarification of any rule
 - Approach the umpire in a courteous and polite way.
6. Co-operate with your coach, and other players
 - Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing/ damaging equipment is not acceptable or permitted
 - Treat all players as you would like to be treated
 - Ensure that at all times your behaviour is fair
 - Be a patient and enthusiastic supporter of fellow players.
7. Applaud all good play, by your own team and opponents.
8. Be a responsible team member
 - Always be on time
 - Encourage and assist all players
 - Attend all training sessions
 - Ensure you always bring the appropriate uniform and equipment to training and/ or matches.
9. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).
10. Respect and acknowledge the contribution of those who create the opportunity for you to play
 - Volunteers (scorers, coaches, timekeepers, administrators and umpires).

ATTACHMENT A5: SENIOR PLAYER CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a player.

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct which could be regarded as sexual or other Harassment.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care and respect the uniform and equipment provided to you.
5. Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
6. Conduct yourself in a responsible manner relating to language, temper and punctuality.
7. Maintain a high standard of personal behaviour at all times.
8. Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.
9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
10. Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.
11. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).

ATTACHMENT A6: UMPIRE CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as an umpire.

1. Umpire in accordance with the Official Rules of the Game.
2. Treat all players, coaches, match officials and other umpires with respect.
3. Place the safety and welfare of the players above all else.
 - Ensure the court and its surrounds are compliant with the rules.
 - Take appropriate action to manage dangerous play.
4. Maintain a high standard of personal behaviour at all times.
5. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and umpiring at all times.
6. Be courteous, respectful and open to discussion and interaction.
7. Maintain or improve your current performance level and seek continual improvement.

ATTACHMENT A7: PARENT/ GUARDIAN CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a parent/guardian.

1. If your child is interested, encourage them to participate in the appropriate netball activity. However, if your child is not willing to participate, do not force him or her. Remember, children are involved in organised activity for their enjoyment, not yours.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his/ her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to play always according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best from example. Applaud good play by all players.
7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
8. Support all efforts to remove verbal and physical abuse.
9. Recognise and respect the value and importance of volunteer administrators, coaches and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be a model of good sports behaviour for children to copy.
11. Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
12. Support the use of age appropriate development activities and modified rules.

ATTACHMENT A8: SPECTATOR CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a spectator.

1. Most players (in particular children) participate in netball activities for fun. They are not participating for entertainment of spectators only.
2. Applaud good performance and efforts by all players. When watching a game congratulate both teams on their performance regardless of the game's outcome.
3. Respect the umpires' and coaches' decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach children to do likewise.
4. Never ridicule or scold a player for making a mistake during a competition. Positive comments are motivational.
5. Condemn the use of violence in any form, be it by administrators, coaches, players, umpires or parents/ guardians.
6. Show respect for your team's coach, the umpire and opponents. Without them there would be no game.
7. Encourage players to play according to the rules and the official decisions, and develop your own knowledge of the rules.
8. Demonstrate appropriate social behaviour by refraining from using foul language, harassing administrators, coaches, players or umpires.
9. Support the use of age appropriate development activities and modified rules.

ATTACHMENT A9: BENCH OFFICIALS CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a Technical Official.

1. Officiate in accordance with the Official Rules of the Game and Event/Competition Guidelines.
2. Treat all players, coaches, umpires and other match officials with respect.
3. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
4. Be consistent and impartial when making decisions.
5. Maintain a high standard of personal behaviour at all times.
6. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and officiating at all times.
7. Be courteous, respectful and open to discussion and interaction.
8. Maintain or improve your current performance level and seek continual improvement.

ATTACHMENT A10: MEDIA CODE OF BEHAVIOUR

In addition to Netball Australia's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Netball Australia, Member Organisations or Affiliates in your role as a media representative.

1. Provide coverage of all players' netball activities, including development programs, competitive and non-competitive netball.
2. Be aware of the difference between adult netball programs and children's netball programs.
3. Place the isolated incidents of unsportsmanlike behaviour in proper perspective, rather than make such incidents the "highlight" of the event.
4. Focus upon player's fair play and their honest effort.
5. Identify and report on the problems of players participating in organised netball and report the violations and distortions of their rights as players.
6. Recognise the sporting achievements of players from disadvantaged groups, including adolescent girls, people with disabilities, indigenous and Torres Strait islanders, people from non-English speaking backgrounds and rural population.

Attachment 'B' – Employment Screening / Working with Children Check Requirements

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT B: EMPLOYMENT SCREENING/ WORKING WITH CHILDREN CHECK
REQUIREMENTS



Netball is committed to providing a child-safe environment. As part of this, netball will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Working with Children Check laws are currently in place in New South Wales, Queensland, Western Australia, Victoria, the Northern Territory and South Australia.

Netball Australia, including our Member Organisations and Affiliates will meet the requirements of the relevant State and Territory Working with Children Check laws.

Employment screening requirements will also be followed in the Australian Capital Territory and Tasmania.

Individuals travelling with children and young people to another State or Territory in a work-related capacity must comply with the screening requirements of that particular State or Territory.

ATTACHMENTS

ATTACHMENT B1: SCREENING REQUIREMENTS (FOR THE AUSTRALIAN CAPITAL TERRITORY AND TASMANIA)

ATTACHMENT B2: MEMBER PROTECTION DECLARATION

ATTACHMENT B3: WORKING WITH CHILDREN CHECK REQUIREMENTS

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT B: EMPLOYMENT SCREENING/ WORKING WITH CHILDREN CHECK
REQUIREMENTS



ATTACHMENT B1: SCREENING REQUIREMENTS FOR THE ACT AND TASMANIA

This attachment explains the screening process for people who currently occupy or who apply for any work (paid or voluntary) in Netball Australia, Member Organisations or Affiliates that involves direct and unsupervised contact with people under the age of 18 years.

Screening under this policy is not a replacement for any other procedure required by law. If 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.

1. We will identify all positions where people work, coach or have regular unsupervised contact with children and young people under the age of 18.
2. Before a person is offered such a position, we will ask him or her to complete a Member Protection Declaration ("MPD") (see [Attachment B2]).
3. If a person is unable to provide a MPD, or if he or she cannot satisfactorily answer the questions in the MPD, we will ask for an explanation. We will then make an assessment about the person's suitability to work with children and young people. If we are not fully satisfied, we will not appoint him or her to the position.
4. Where possible, we will check a person's referees (verbal or written) about his or her suitability for the position.
5. We will ask each person to sign a consent form for a national police check and explain why our policy requires a check to be undertaken.
6. If a person does not agree to a national police check, we will make an assessment about his or her suitability to work with children and young people.
7. If the national police check indicates that a "relevant offence" has been recorded, we will ask the person to provide an explanation. We will then make an assessment about the person's suitability to work with children and young people. If we are not fully satisfied, we will not appoint him or her to the position.
8. If it is not practical to complete the national police check prior to the person starting in the position, we will complete the check as soon as possible. We will act immediately if the results of the check highlight any issues of concern.
9. We will protect the privacy of each person who undertakes the screening process and keep all information we obtain strictly confidential.
10. We will return all the information collected as part of the screening process (e.g. completed MPD forms, national police checks and referee reports) to the relevant person if he or she is not appointed to the position. Alternatively, all records will be destroyed within 28 days of the date of the decision or the expiry of any appeal period unless, within that time, the person requests the documents to be returned to him or her. The records of all people appointed to our organisation will be kept on file in a secure location.

ATTACHMENT B: Employment Screening / Working with Children Check Requirements (Effective 1 January 2014)

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT B: EMPLOYMENT SCREENING/ WORKING WITH CHILDREN CHECK
REQUIREMENTS



ATTACHMENT B2: MEMBER PROTECTION DECLARATION

Netball Australia, Member Organisations and Affiliates have a duty of care to all those associated with netball. It is a requirement of the Member Protection Policy, that Netball Australia, Member Organisations and Affiliates check the background of each person who works, coaches or has regular unsupervised contact (paid or voluntary) with people under the age of 18 years.

I _____ born _____ / _____ / _____
(full name) (DOB)

of _____
(address/suburb/postcode)

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 sexual offences, offences related to children or acts of violence
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 or acts of violence.
4. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority (ASADA) approved 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 Netball Australia, Member Organisations and Affiliates may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the relevant body (Netball Australia, Member Organisations and Affiliates) of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out above has changed.

Declared in the State/Territory of _____

on _____ / _____ / _____ Signature: _____
(date)

Consent of Parent/Guardian (on behalf 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: _____

ATTACHMENT B: Employment Screening / Working with Children Check Requirements (Effective 1 January 2014)



NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT B: EMPLOYMENT SCREENING/ WORKING WITH CHILDREN CHECK
REQUIREMENTS



ATTACHMENT B3: STATE/TERRITORY BASED CHILD PROTECTION LEGISLATION

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks
- signed declarations
- referee checks, and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. Fact Sheets for each state and territory are available on the Play by the Rules website: www.playbytherules.net.

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

New South Wales

Contact the Commission for Children and Young People
Website: www.kids.nsw.gov.au
Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority
Website: www.workingwithchildren.nt.gov.au
Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Commission for Children and Young People and Child Guardian about the "Blue Card" system.
Website: www.ccyipcq.qld.gov.au Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development
Website: www.families.sa.gov.au/childsafe
Phone: 08 8463 6468.

Victoria

Contact the Department of Justice
Website: www.justice.vic.gov.au/workingwithchildren
Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection
Website: www.checkwwc.wa.gov.au
Phone: 1800 883 979

ATTACHMENT B: Employment Screening / Working with Children Check Requirements (Effective 1 January 2014)

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT B: EMPLOYMENT SCREENING/ WORKING WITH CHILDREN CHECK
REQUIREMENTS



Travelling to other States or Territories

It is important to remember that when travelling to other States or Territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In October 2011 at the Standing Council on Community, Housing and Disability Services, Commonwealth, state and territory ministers agreed to introduce, by late 2012, national exemptions to Working with Children Checks for paid employees and volunteers who are required to cross state or territory borders for work related purposes.

These exemptions will be for up to 30 days or for the period specified by the relevant State and Territory jurisdiction in any 12 month period and will enable workers to participate in national and inter-jurisdictional activities on a short-term basis. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

The Australian Sports Commission will provide more information as soon as it becomes available.

Attachment 'C' – National Complaint Handling Regulation

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT C: NATIONAL COMPLAINT HANDLING REGULATION



Netball Australia, Member Organisations and Affiliates will deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously.

Netball Australia, Member Organisations and Affiliates will provide individuals with an informal and informal process to resolve the matter, along with access to an external complaint handling body, based on their preferences and the nature of the complaint.

Netball Australia, Member Organisations and Affiliates will also provide an appeals process for those matters where it is required.

Netball Australia, Member Organisations and Affiliates will maintain confidentiality as far as possible and ensure that no one is victimised for making, supporting or providing information about a complaint.

To ensure due process, consistency and that the principles of natural justice are followed in all aspects of handling or conducting complaints, allegations, investigations, tribunals and disciplinary measures, Netball Australia, Member Organisations and Affiliates will follow and implement the following procedures:

ATTACHMENTS:

ATTACHMENT C1: COMPLAINTS PROCEDURE

ATTACHMENT C2: MEDIATION PROCEDURE

ATTACHMENT C3: INVESTIGATION PROCEDURE

ATTACHMENT C4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

ATTACHMENT C5: HEARINGS AND APPEALS TRIBUNAL PROCEDURE

ATTACHMENT C6: DISCIPLINARY MEASURES

ATTACHMENT C1: COMPLAINTS PROCEDURE

Netball aims to support people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

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, Netball Australia provides informal and formal step-by-step complaint procedures 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.

If at any point in the complaint process a Hearings Officer considers that a complainant has **knowingly** made an untrue complaint or the complaint is vexatious or malicious, the matter will be referred to the hearings 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.

To ensure fairness for everyone involved, netball will provide full details of the complaint to the person or people against whom the complaint has been made and ask for their response. As a result, it may be difficult for netball to resolve complaints made anonymously.

INFORMAL APPROACHES

Step 1: Talk with the other person (if safe, reasonable and appropriate)

- 1.1 As a first step you (the complainant) should try to sort out the problem with the person or people involved if you feel confident to do so.

Step 2: Contact a Member Protection Information Officer (MPIO or similar)

- 2.1 If the first step is not possible or reasonable; if you are not sure how to handle the problem by yourself; if you want to talk confidentially with someone and find out what options are available to resolve the problem; or the problem continues after you approached the other person, netball encourages you to contact:
- a) a MPIO;
 - b) the Hearing Officer (or in their absence their nominee) of Netball Australia, Member Organisation or the Affiliate; or
 - c) another appropriate person within the organisation (eg administrator, team manager, coach etc).
- 2.2 If the person approached is a MPIO, they may:
- a) take notes about your complaint (which the MPIO will keep in a secure and confidential place);

- b) try to find out the facts of your complaint;
- c) ask what outcome/how you want the problem resolved and if you need support;
- d) provide possible options for you to resolve the problem;
- e) explain how our complaints procedure works;
- f) act as a support person if you so wish;
- g) refer you to an appropriate person to help you resolve the problem, if necessary;
- h) inform the relevant government authorities and/or police if required by law to do so;
and
- i) maintain strict confidentiality.

Step 3: Outcomes from Initial Contact

- 3.1 After talking with the MPIO you may decide
- a) there is no problem;
 - b) the problem is minor and you do not wish to take the matter forward;
 - c) to try and resolve the problem on your own, with or without a support person such as a MPIO;
 - d) to resolve the problem with the help of someone impartial, such as a mediator; or
 - e) to resolve the matter through a formal process.
- 3.2 If you wish to remain anonymous, Netball Australia, the Member Organisation or the Affiliate can't assist you to resolve your complaint. Netball has to follow the principles of natural justice and be fair to both sides. This means that Netball Australia, the Member Organisation, the Affiliate or you may be required to provide the person/people you have complained about with full details of the complaint so they have a fair chance to respond to all the allegations.

FORMAL APPROACHES

Step 4: Making a Formal Complaint

- 4.1 If your complaint is not resolved to your satisfaction, you may make a formal complaint in writing to the relevant body or approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice.
- 4.2 To avoid any doubt, any complaint relating to:
- (a) a Netball Australia program or event shall be referred to the MPIO and/ or Hearings Officer of Netball Australia;
 - (b) a Member Organisation program or event shall be referred to the MPIO and/ or Hearings Officer of the Member Organisation.
 - (c) an Affiliate program or event shall be referred to the MPIO and/ or Hearings Officer of the Affiliate. If an Affiliate has not appointed at least one MPIO and a Hearings Officer, the complaint shall be referred to the MPIO and/ or Hearings Officer of the Member Organisation.

Step 5: Making a Formal Complaint: Hearing Officer Process

- 5.1 If you decide to make a formal complaint in writing under Step 4, the Hearing Officer will, on receiving the formal complaint and based on the material you have provided, decide whether:
- (a) they are the most appropriate person to receive and handle the complaint;
 - (b) the nature and seriousness of the complaint requires a formal resolution procedure. Some complaints may be of a minor and/or purely personal nature with no connection to the activities of Netball Australia, the Member Organisation or the Affiliate. In these cases, the Hearing Officer may determine that the complaint does not warrant a formal resolution procedure;
 - (c) to appoint a person to investigate the complaint;
 - (d) to refer the complaint to an informal or formal mediation session;
 - (e) to refer the complaint to a hearings tribunal;
 - (f) to refer the matter to the police or other appropriate authority; and/or
 - (g) to implement any interim administrative or other arrangements that will apply until the complaint process set out in the National Complaint Handling Regulation is completed.
- 5.2 In making the decision(s) outlined above, the Hearing Officer will take into account:
- (a) 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;
 - (b) whether, due to the nature of the complaint, specific expertise or experience may be required to manage the complaint;
 - (c) your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
 - (d) 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);
 - (e) 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;
 - (f) whether the facts of the complaint are in dispute; and
 - (g) the urgency of the complaint, including the likelihood and the 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.

- 5.3 If the Hearing Officer is the appropriate person to handle the complaint they will, to the extent that these steps are necessary:
- (a) 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);
 - (b) put the information they've received from you to the person/people you're complaining about and ask them to provide their side of the story;
 - (c) decide whether they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and/or
 - (d) 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: Resolution Process

- 6.1. In some cases, an investigation may be required to determine the facts surrounding the complaint.
- 6.2. If a person is appointed to investigate the complaint under Step 5, the investigator will conduct the investigation and provide a written report to the Hearing Officer 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, referring the complaint to an informal or a formal mediation session, a hearings tribunal and/or the police or other appropriate authority.
- 6.3. If the complaint is referred to an informal or a 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.
- 6.4. If the complaint is referred to a hearings tribunal under Step 5, the hearing will be conducted in accordance with Attachment C5.
- 6.5. If the complaint is referred to the police or other appropriate authority under Step 5, Netball Australia, the Member Organisation or Affiliate will use its best endeavours to provide all reasonable assistance lawfully required by the police or other appropriate authority.
- 6.6. If interim administrative or other arrangements are implemented under Step 5, Netball Australia, the Member Organisation or the Affiliate will periodically review these arrangements to ensure that they are effective.
- 6.7. Any reasonable 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 Netball Australia, the Member Organisations and the Affiliates.

Step 7: Reconsideration of initial outcome, investigation or appeal

- 7.1. If, under Step 6, an informal or formal mediation session is conducted, and you and the respondent(s) cannot reach a mutually acceptable mediated solution to the complaint, you may request that the Hearing Officer reconsider the complaint in accordance with Step 5 within 14 days of the initial decision.

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT C: NATIONAL COMPLAINT HANDLING REGULATION



7.2. You or the respondent(s) may be entitled to appeal where:

- (a) under Step 5, a decision was made by the Hearing Officer:
 - (i) not to take any action; or
 - (ii) to take disciplinary action; or
- (b) under Step 6, a decision was made by Hearing Officer or a hearings tribunal:
 - (i) not to take any action; or
 - (ii) to take disciplinary action.

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

7.4. If the internal complaints processes 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 Netball Australia, the Member Organisation or the Affiliate, you may choose to approach an external agency such as an equal opportunity commission to assist with a resolution.

Step 8: Documenting the Resolution

- 8.1 The Hearing Officer will document the complaint, the process followed and the outcome. This document will be stored in a confidential and secure place.
- 8.2 All documentation related to the complaint will be confidentially stored by the relevant body (the group that handled the complaint process).
- 8.3 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 national office with a copy stored at the State and/or association office.

External Procedure

If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory anti-discrimination or equal opportunity commission. There is no obligation to make a formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

Once a complaint is received by the commission, it will investigate the matter. If it appears that unlawful harassment or discrimination has occurred, the commission will attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken. This could include an apology or financial compensation for distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint with the commission, an appropriate person from our organisation (e.g. an MPIO) may be available to support you during the process. It is also common to have a legal representation, particularly if the complaint goes to a formal hearing.

Contact details for the state and territory anti-discrimination and equal opportunity commissions are available on the Play by the Rules website: <http://www.playbytherules.net.au/resources/quick-reference-guide>.

Serious incidents, such as assault or sexual assault, should be reported to the police.

ATTACHMENT C: National Complaint Handling Regulation (Effective 1 January 2014)



ATTACHMENT C2: MEDIATION

Mediation is a process that allows the people involved in a complaint to talk through the issues with an impartial person – the mediator – and work out a mutually solution.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to talk through the issues and makes sure that the process is as fair as possible for all concerned.

This attachment outlines the general procedure of mediation that will be followed by Netball Australia, the Member Organisations and the Affiliates.

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 MPIO or Hearing Officer on their own; and
 - (b) The Hearing Officer 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 to understand the other 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;
 - (c) When the issues raised are sensitive in nature;
 - (d) When there is a real or perceived power imbalance between the people involved;
 - (e) Matters that involve serious, proven allegations;
 - (f) 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 Hearing Officer will, under the direction of Netball Australia, the Member Organisation or the Affiliate and in consultation with the complainant and the respondent(s), arrange for a mediator to mediate the complaint.
5. The Hearing Officer will notify the respondent(s) that a formal complaint has been made, provide them with details of the complaint and notify Netball Australia, the Member Organisation or the Affiliate that it 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 Hearing Officer within 14 days of the mediation to request that they reconsider the complaint in accordance with Step 5; or
 - (b) Approach an external agency such as an anti-discrimination or equal opportunity commission to resolve the matter.

ATTACHMENT C3: INVESTIGATION PROCESS

There will be times when a complaint will need to be investigated and evidence gathered.

An investigation helps determine the facts relating to the incident, as well as possible findings and recommendations.

Any investigation that netball conducts will be fair to all people involved.

If Netball Australia, a Member Organisation to Affiliate decides that a complaint should be investigated, 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 the 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:
 - (a) substantiated (there is sufficient evidence to support the complaint);
 - (b) inconclusive (there is insufficient evidence either way);
 - (c) unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
 - (d) mischievous, vexatious or knowingly untrue.
7. A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to the Hearing Officer.
8. 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).
9. 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).
10. 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/ethics/policy.asp

ATTACHMENT C: National Complaint Handling Regulation (Effective 1 January 2014)

ATTACHMENT C4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au.

Netball Australia, Member Organisations and Affiliates will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with Netball Australia, Member Organisations and Affiliates in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Netball Australia, Member Organisations or Affiliate so that s/he can manage the situation.

ATTACHMENT C: National Complaint Handling Regulation (Effective 1 January 2014)

Step 3: Protect the child and manage the situation

- The appropriate person from Netball Australia, Member Organisations or Affiliate will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with Netball Australia, Member Organisations or Affiliates.
- The appropriate person from Netball Australia, Member Organisations or Affiliate will consider what services may be most appropriate to support the child and his or her parent/s.
- The appropriate person from Netball Australia, Member Organisations or Affiliate will consider what support services may be appropriate for the alleged offender.
- The appropriate person from Netball Australia, Member Organisations or Affiliate will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- Up to three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by Netball Australia, Member Organisations or Affiliate)
- Regardless of the findings of the police and/or child protection agency investigations, the appropriate person from Netball Australia, Member Organisations or Affiliate will assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- The appropriate person from Netball Australia, Member Organisations or Affiliate will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
- If disciplinary action is recommended, the appropriate person from Netball Australia, Member Organisations or Affiliate will follow the procedures set out in the Member Protection Policy.
- The appropriate person from Netball Australia, Member Organisations or Affiliate will provide the relevant government agency with a report of any disciplinary action we take, where this is required.

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT C: NATIONAL COMPLAINT HANDLING REGULATION



Contact details for advice or to report an allegation of child abuse

<p>ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au</p>	<p>Office for Children, Youth and Family Services www.dhcs.act.gov.au/ocyfs/services/care_and_protection Ph: 1300 556 729</p>
<p>New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au</p>	<p>Department of Community Services www.community.nsw.gov.au Ph: 132 111</p>
<p>Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au</p>	<p>Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250</p>
<p>Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au</p>	<p>Department of Communities www.communities.qld.gov.au/childsafety Ph: 1800 811 810</p>
<p>South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au</p>	<p>Department for Communities and Social Inclusion www.dcsi.sa.gov.au Ph: 131 478</p>
<p>Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au</p>	<p>Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639</p>
<p>Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au</p>	<p>Department of Human Services www.dhs.vic.gov.au Ph: 131 278</p>
<p>Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au</p>	<p>Department for Child Protection www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258</p>

ATTACHMENT C5: HEARINGS & APPEALS TRIBUNAL PROCEDURE

The following hearing procedure will be followed by hearings tribunals established by Netball Australia, the Member Organisations and the Affiliates.

1. HEARINGS

- 1.1 Where the Hearings Officer at Netball Australia, a Member Organisation or an Affiliate (if applicable) receives a Complaint referred to it under the Policy he or she shall follow the procedures set out below.
- 1.2 Upon receipt of the Complaint, the Hearings Officer shall as soon as possible do the following:
- (a) determine the composition of the hearings tribunal, as detailed in clause 1.3;
 - (b) send to the respondent:
 - (i) a notice setting out the alleged breach including details of when/where it is alleged to have occurred; and
 - (ii) a notice setting out the date, time and place for the hearing of the alleged breach which shall be as soon as reasonably practicable after receipt of the Complaint or information;
 - (iii) a copy of the Complaint; (“referred to as Notice of Alleged Breach”);
 - (iv) send to the complainant(s) and the chairperson of the hearings tribunal a copy of the Notice of Alleged Breach.
- 1.3 The hearings tribunal for each hearing shall be appointed by the board (however described) of Netball Australia, the relevant Member Organisation or the relevant Affiliate (if applicable) and shall comprise of the following persons:
- (a) a barrister or solicitor (who shall be the chairperson) or, if after reasonable attempts have been made to obtain one without success, then a person with considerable previous experience in the legal aspects of a disciplinary/hearings tribunal;
 - (b) a person with a thorough knowledge of the sport;
 - (c) one other person of experience and skills suitable to the function of the hearings tribunal, provided that such persons do not include:
 - (i) a person who is a member of the board (however described) of the organisation which appoints the hearings tribunal; or
 - (ii) a person, who would, by reason of their relationship with the complainant or the respondent, be reasonably considered to be other than impartial.
- 1.4 Frivolous, vexatious or malicious Complaints
- (a) If within 48 hours of sending the Notice of Alleged Breach, the respondent alleges in writing to the Hearings Officer that the Complaint is frivolous, vexatious or malicious, the chairperson shall as a preliminary issue, determine whether or not such Complaint is frivolous, vexatious or malicious and shall advise the parties of his or her determination.
 - (b) The Hearings Officer shall provide to the other parties to the hearing (see clause 1.6) a copy of the written allegation made by the respondent, that the Complaint is frivolous, vexatious or malicious.

ATTACHMENT C: National Complaint Handling Regulation (Effective 1 January 2014)

- (c) The chairperson shall determine such preliminary issue as soon as practicable and in whatever manner the chairperson considers appropriate in the circumstances provided that he or she does so in accordance with the principles of natural justice.
 - (d) The decision of the chairperson under this clause 1.4 may be appealed within 48 hours of the determination to the relevant appeal body under clause 2.
- 1.5 The hearings tribunal shall hear and determine the alleged breach in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the respondent has committed a breach of the Policy. If the hearings tribunal considers that the respondent has committed a breach of this Policy, it may impose any one or more of the penalties set out in Attachment C6.
- 1.6 The parties to the hearing shall include the complainant, the respondent, the relevant organisation (being Netball Australia, the relevant Member Organisation, the relevant Affiliate) and any witnesses which the hearings tribunal considers necessary to participate in the hearing.
- 1.7 If upon receipt of the Notice of Alleged Breach, the hearings tribunal considers that pending the determination of the matter the respondent may put at risk the safety and welfare of the complainant or others, it may order that the respondent be:
- (a) suspended from any role they hold with Netball Australia, the relevant Member Organisation or the relevant Affiliate; and/or
 - (b) banned from any event or activities held by or sanctioned by Netball Australia, the relevant Member Organisation or the relevant Affiliate; and/or
 - (c) required not to contact or in any way associate with the complainant or other person about whom the alleged breach relates, pending the determination of the hearing.
- 1.8 There is no right of appeal of the decision by a hearings tribunal under clause 1.7.
- 1.9 No party to the hearing may be represented by a barrister or solicitor. However the chairperson of the hearings tribunal may grant leave for a party to the hearing to be represented by a barrister or solicitor where their livelihood or proprietary is at risk. A party may be represented by an advocate who is not a barrister or solicitor at the hearing.
- 1.10 Each party to the hearing shall bear their own costs in relation to the hearing.
- 1.11 The hearings tribunal shall give its decision as soon as practicable after the hearing and the Hearings Officer will deliver to the following a statement of the written reasons:
- (a) the complainant;
 - (b) the respondent ; and
 - (c) any other party represented in the hearing.
- 1.12 Each member of each hearings tribunal established under this Policy shall be indemnified by the organisation which appointed them, from any claim or action for loss, damages, or costs made against them arising out of, or in connection with, their function as a member of the hearings tribunal under this Policy.
- 1.13 Except as otherwise provided in this Policy, all members of the hearings tribunal shall keep all matters relating to the hearing (including but not limited to the nature of the Complaint, information obtained before and during the hearing and the decision of the hearings tribunal) confidential.

1.14 To the extent of any inconsistency between the hearing procedure set out in the constitution of Netball Australia, the Member Organisations or the Affiliates (if applicable) and the hearing procedure set out in this Policy, this Policy shall prevail in relation to all Complaints under this Policy.

2. APPEALS

- 2.1 The party represented at a hearings tribunal may appeal a decision of a hearings tribunal on the grounds that natural justice has not been provided.
- 2.2 An appeal shall be made to the following appeal body:
- (a) an appeal against a decision of a hearings tribunal established by an Affiliate, shall be made to the hearings tribunal of the relevant Member Organisation. Subject to the discretion of the chairperson of the hearings tribunal, all appeals to Member Organisations shall be heard at the principal place of business of the Member Organisation;
 - (b) an appeal against a decision of a hearings tribunal established by a Member Organisation, shall be made to the hearings tribunal of Netball Australia. Subject to the discretion of the chairperson of the hearings tribunal, all appeals to Netball Australia shall be heard at the principal place of business of Netball Australia;
 - (c) an appeal against a decision of a hearings tribunal established by Netball Australia, shall be made to the appeal division of the Court of Arbitration for Sport (Oceania Registry) ("CAS") (referred to as the "appeal body").
- 2.3 There is only one right of appeal following the decision of the initial hearings tribunal. Any appeal must be solely and exclusively resolved by the appeal body and the decision of such appeal body is final and binding on the parties. It is agreed that no party to such appeal may institute or maintain proceedings in any court or tribunal other than the relevant appeal body. Note: This provision does not prevent any person or organisation taking action under State or Federal legislation.
- 2.4 The process for such appeal is as follows:
- (a) the party wishing to appeal ("the Appellant") shall within 72 hours of the hearings tribunal delivering its decision:
 - (i) advise, in writing, the Hearings Officer of Netball Australia or the Member Organisation (as the case may be) of their intention to appeal ("Notice of Intention to Appeal"); or
 - (ii) in the case of an appeal to CAS from a decision of a hearings tribunal established by Netball Australia, complete and file an application to appeal with CAS in accordance with the Code of Sports Related Arbitration; and
 - (iii) for an appeal to Netball Australia or a Member Organisation, as soon as possible after receipt of the Notice of Intention to Appeal, the Hearings Officer of Netball Australia or the Member Organisation shall appoint a hearings tribunal to hear and determine the appeal, which shall comprise of persons in accordance with clause 1.3; and
 - (iv) within 5 days of lodging the Notice of Intention to Appeal, (or such shorter time as determined by the appeal body if there is urgency) the Appellant shall:
 - a. pay the appeal fee to the Hearings Officer of Netball Australia or the Member Organisation, which shall be \$550.00 (including GST) which is non-refundable, or in the case of an appeal to CAS, the fee as per the Code of Sports-Related Arbitration applicable to CAS; and

- b. submit to the Hearings Officer of Netball Australia, the Member Organisation or CAS (as the case may be), four written copies of the grounds of appeal. The Hearings Officer of Netball Australia or the Member Organisation shall provide a copy of the grounds of appeal to the other party, to the Hearings Officer of the organisation which established the hearings tribunal who made the decision which is the subject of the appeal and the chairperson of the appeal body.

If either of the requirements in this sub-clause are not met by the due time the appeal shall be deemed to be withdrawn;

- (v) on completion of the procedures in (i) to (iv), the Hearings Officer of Netball Australia or the Member Organisation or the chairperson of CAS (as the case may be) shall determine a place, time and date for the hearing of the appeal and as soon as possible thereafter notify all parties to the appeal in writing of such details; and
- (vi) the procedure for the appeal shall be the same as the procedure for the hearings tribunal set out in clause 1 except where the appeal body is CAS, in which case the Code of Sports-Related Arbitration shall apply.

2.5 The appeal body may reject an appeal on the basis that the grounds of appeal are not satisfied.

2.6 Upon hearing the appeal, the appeal body may do any one or more of the following:

- (a) dismiss the appeal;
- (b) uphold the appeal;
- (c) impose any of the penalties set out in Attachment C6;
- (d) reduce, increase or otherwise vary any penalty imposed by the initial hearings tribunal.

2.7 If the penalty imposed by the appeal body affects other organisations required to comply with this Policy, the Hearings Officer of Netball Australia or the Member Organisation shall as soon as possible notify in writing the relevant organisation of the penalty. Notification of such penalty to a Member Organisation shall be deemed to be notification to all Affiliates which are members of the Member Organisation and notification of such penalty to an Affiliate shall be deemed to be notification to all members of the Affiliate. Every organisation to which this Policy applies shall recognise and enforce any decision and penalty imposed by an appeal body under this Policy.

2.8 The appeal body has no power to award costs and each party shall bear their own costs in relation to any appeal.

2.9 To the extent of any inconsistency between the hearing appeal procedure set out in the constitution of Netball Australia, a Member Organisation or the Affiliates (if applicable) and the hearing appeal procedure set out in this Policy, this Policy shall prevail in relation to all Complaints under this Policy.

ATTACHMENT C6: DISCIPLINARY MEASURES

1. Any disciplinary measure imposed by Netball Australia, the Member Organisations or the Affiliates under this Policy must:
 - (a) Observe any contractual and employment rules and requirements;
 - (b) Conform to the principles of natural justice;
 - (c) Be fair and reasonable;
 - (d) Be based on the evidence and information presented;
 - (e) Be within the powers of the hearings tribunal and appeals body to impose the disciplinary measure.

2. WHAT PENALTIES MAY BE IMPOSED?

- 2.1 If the hearings tribunal considers that a person or organisation, to whom this Policy applies, has breached this Policy, it may impose any one or more of the following penalties:
 - (a) For breaches committed by organisations: If the hearings tribunal considers that Netball Australia, a Member Organisation, an Affiliate or any other organisation has breached this Policy, it may impose any one or more of the following penalties on such organisation:
 - (i) direct that any funding granted or given to it by Netball Australia, a Member Organisation or an Affiliate cease from a specified date;
 - (ii) impose a monetary fine for an amount determined by the hearings tribunal;
 - (iii) impose a warning;
 - (iv) recommend to Netball Australia and/or the relevant Member Organisation and/or the relevant Affiliate that its membership of such organisation be suspended or terminated in accordance with their applicable constitution;
 - (v) direct that any rights, privileges and benefits provided to that organisation by Netball Australia, a Member Organisation or an Affiliate be suspended for a specified period and/or terminated;
 - (vi) direct that Netball Australia and/or a Member Organisation and/or an Affiliate cease to sanction events held by or under the auspices of that organisation;
 - (vii) any other such penalty as the hearings tribunal considers appropriate.
 - (b) For breaches committed by individual persons: If the hearings tribunal considers that an individual person to whom this Policy applies has breached this Policy, it may impose any one or more of the following penalties on such person:
 - (i) direct that the offender attend counselling to address their conduct;
 - (ii) recommend that Netball Australia, the relevant Member Organisation or the relevant Affiliate terminate the appointment of the role which the offender holds with such organisation;
 - (iii) where there has been damage to property, direct that the offender pay compensation to the relevant organisation which controls or has possession of the property;

- (iv) impose a monetary fine for an amount determined by the hearings tribunal;
 - (v) impose a warning;
 - (vi) in the case of a coach, direct the relevant organisation to de-register the accreditation of the coach for a period or indefinitely;
 - (vii) withdraw any awards, placings, records won in any tournaments, activities or events held or sanctioned by Netball Australia, a Member Organisation or an Affiliate;
 - (viii) direct the offender to repay all or part of any financial assistance (excluding any fee for service, wages or expenses) given to them by any Federal or State funding agency, Netball Australia, a Member Organisation, an Affiliate or any other organisation which has provided funding;
 - (ix) any other such penalty as the hearings tribunal considers appropriate.
- 2.2 If an organisation or individual commits a second or subsequent breach under this Policy, then the hearings tribunal shall have regard to the previous breach, the penalty imposed and any other relevant factors, in imposing a penalty for the second or subsequent breach.
- 2.3 If the penalty imposed by the hearings tribunal affects other organisations required to comply with this Policy, the Hearings Officer of the organisation from which the hearings tribunal is established shall as soon as possible notify the relevant organisations of the penalty. Notification of such penalty to a Member Organisation shall be deemed to be notification to all Affiliates which are members of the Member Organisation and notification of such penalty to an Affiliate shall be deemed to be notification to all members of the Affiliate.
- 2.4 Every organisation to which this Policy applies shall recognise and enforce any decision and penalty imposed by a hearings tribunal under this Policy.
- 2.5 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.

3. Factors to consider when imposing discipline

- 3.1 The form of discipline to be imposed on an individual or organisation will depend on factors such as:
- (a) jurisdiction over the individual or organisation;
 - (b) nature and seriousness of the behaviour or incidents;
 - (c) in a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
 - (d) if the individual concerned knew or should have known that the behaviour was a breach of the Policy;
 - (e) level of contrition of the respondent(s);
 - (f) the effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;
 - (g) if there have been relevant prior warnings or disciplinary action; and/or
 - (h) if there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so seriously?

Attachment 'D' – National Reporting Documents / Forms

NETBALL AUSTRALIA MEMBER PROTECTION POLICY



ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS

Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will ensure that all the complaints received, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially and stored in a secure place.

Netball Australia, Member Organisations and Affiliates will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

Netball Australia, Member Organisations and Affiliates (where applicable and relevant) will ensure that everyone who works with netball in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their State or Territory.

To assist in consistency and accuracy in following procedure and reporting on the issues covered by this Policy the following documents are to be used:

ATTACHMENTS

ATTACHMENT D1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT

ATTACHMENT D2: CONFIDENTIAL RECORD OF FORMAL COMPLAINT

ATTACHMENT D3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

ATTACHMENT D4: RECORD OF MEDIATION

ATTACHMENT D5: RECORD OF HEARING TRIBUNAL DECISION

ATTACHMENT D: National Reporting Documents/Forms (Effective 1 January 2014)

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



ATTACHMENT E1: CONFIDENTIAL RECORD OF INFORMAL COMPLAINT

Name of person receiving complaint		Date / /
Complainant's Name	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Role/status in netball	<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 <hr/> <hr/>
When/where did the incident take place?		
What are the facts relating to the incident, as stated by complainant?		
What is the nature of the complaint? (category / basis / grounds)	<input type="checkbox"/> Harassment or Sexual / sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy	
	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection Dispute <input type="checkbox"/> Personality Clash <input type="checkbox"/> Bullying <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse	
	<input type="checkbox"/> Coaching Methods <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Unfair Decision <input type="checkbox"/> Other <hr/> <hr/>	
Tick more than one box if necessary		



**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



What does the complainant want to happen to resolve the issue?	
What other information has the complainant provided?	
What is the complainant going to do now?	

This record and any notes must be kept in a confidential and safe place. Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be given to Netball Australia, the Member Organisations or the Affiliate Hearing Officer.

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



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 / Position in Netball	<input type="checkbox"/> Administrator (Volunteer) <input type="checkbox"/> Discrimination <input type="checkbox"/> Coaching Methods <input type="checkbox"/> Athlete / Player <input type="checkbox"/> Selection Dispute <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality Clash <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Victimisation <input type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> Unfair Decision <input type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other 	
Name of Person Complained About (Respondent)	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Respondent's Role / Position in Netball	<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 Incident																									
Description of Alleged Incident																									
<p>What is the nature of the complaint? (category / basis / grounds)</p> <p>Tick more than one box if necessary</p>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment or</td> <td><input type="checkbox"/> Discrimination</td> <td><input type="checkbox"/> Coaching Methods</td> </tr> <tr> <td><input type="checkbox"/> Sexual / sexist</td> <td><input type="checkbox"/> Selection Dispute</td> <td><input type="checkbox"/> Verbal Abuse</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality Clash</td> <td><input type="checkbox"/> Physical Abuse</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> <td><input type="checkbox"/> Victimisation</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Unfair Decision</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Child Abuse</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td colspan="3">_____</td> </tr> <tr> <td colspan="3">_____</td> </tr> </table>	<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Coaching Methods	<input type="checkbox"/> Sexual / sexist	<input type="checkbox"/> Selection Dispute	<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality Clash	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Victimisation	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Unfair Decision	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Other	_____			_____		
<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Coaching Methods																							
<input type="checkbox"/> Sexual / sexist	<input type="checkbox"/> Selection Dispute	<input type="checkbox"/> Verbal Abuse																							
<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality Clash	<input type="checkbox"/> Physical Abuse																							
<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Victimisation																							
<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Unfair Decision																							
<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Other																							

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



<p>Methods (if any) of attempted informal resolution</p>	
<p>Formal resolution procedures followed (outline)</p>	
<p>If investigated</p>	<p>Finding:</p>
<p>If heard by Tribunal</p>	<p>Decision:</p> <p>Action Recommend:</p>
<p>If mediated:</p>	<p>Date of Mediation:</p> <p>Both / all parties present:</p> <p>Agreement:</p> <p>Any other action taken:</p>

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



<p>If Decision was Appealed</p>	<p>Decision:</p> <p>Action Recommend:</p>
<p>Resolution</p>	<p><input type="checkbox"/> Less than 3 months to resolve</p> <p><input type="checkbox"/> Between 3 months to resolve</p> <p><input type="checkbox"/> More than 3 months to resolve</p>
<p>Completed by</p>	<p>Name:</p> <p>Position in Netball Australia / Member Organisation / Affiliate:</p> <p>Signature: _____ Date: / /</p>
<p>Signed by</p>	<p>Complainant:</p> <p>Respondent:</p>

This record and any notes must be kept in a confidential and safe place. Do not enter it on a computer system. If the complaint is of a serious nature, or is escalated to and/or dealt with at the next level, the original must be forwarded to the higher body (ie. Netball Australia or Member Organisation) and a copy kept at the Member Organisation or Affiliate (whatever level the complaint was made).

ATTACHMENT D: National Reporting Documents/Forms (Effective 1 January 2014)

ATTACHMENT E3: CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing this form, please ensure that the steps outlined at Attachment C4 have been followed and advice has been sought from the police and/or relevant child protection agency.

Complainant's Name (if other than child)		Date Formal Complaint Received / /
Role / Status in Netball		
Child's Name		Age:
Child's Address		
Person's reason for suspecting abuse (eg observation; injury; disclosure)		
Name of Person Complained About		
Role / Status in Netball	<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 _____ _____	

NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS



<p>Witnesses (if more than 3 witnesses, attach details to this form)</p>	<p>Name (1): Contact Details</p> <p>Name (1): Contact Details</p> <p>Name (1): Contact Details</p>
<p>Interim action (if any) taken (to ensure child's safety and / or to support needs of respondent)</p>	
<p>Police Contacted</p>	<p>Who: When: Advice Provided:</p>
<p>Child Protection Agency Contacted</p>	<p>Who: When: Advice Provided:</p>
<p>CEO Contacted</p>	<p>Who: When:</p>

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



Police Investigation (if any)	Finding:
Child Protection Agency (if any)	Finding:
Internal Investigation (if any)	Finding:
Action Taken	
Completed by	Name: Position in Netball Australia / Member Organisation / Affiliate: Signature: _____ Date: / /
Signed by	Complainant (if not a child):

This record and any notes must be kept in a confidential and safe place. If required, the form should be provided to the police and/or relevant child protection agency.

ATTACHMENT D: National Reporting Documents/Forms (Effective 1 January 2014)

ATTACHMENT E4: RECORD OF MEDIATION

Present at Mediation	
Date of Mediation	
Venue of Mediation	
Mediator	
Summary of Mediation (Minutes attached)	
Outcome of Mediation	
Follow Up to Occur (if required)	
Completed by (signature)	
Signed by: Complainant (signature) Respondent (Signature)	

This record and any notes must be kept in a confidential and safe place. A copy should be retained by Netball Australia, the Member Organisation or Affiliate (whatever level the complaint was made).

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



ATTACHMENT E5: RECORD OF HEARING TRIBUNAL DECISION

Complainant's Name (if other than child)	Date Formal Complaint Received / /	
Role / Status in Netball	<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 <hr/> <hr/>
Name of Respondent		
Role / Status in Netball	<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 <hr/> <hr/>
Location / Event of Alleged Abuse		
Description of Alleged Abuse		

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



<p>What is the nature of the complaint? (category / basis / grounds)</p> <p>Tick more than one box if necessary</p>	<table border="0"> <tr> <td><input type="checkbox"/> Harassment or</td> <td><input type="checkbox"/> Discrimination</td> <td><input type="checkbox"/> Coaching Methods</td> </tr> <tr> <td><input type="checkbox"/> Sexual / sexist</td> <td><input type="checkbox"/> Selection Dispute</td> <td><input type="checkbox"/> Verbal Abuse</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality Clash</td> <td><input type="checkbox"/> Physical Abuse</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> <td><input type="checkbox"/> Victimization</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Unfair Decision</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Child Abuse</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td></td> <td></td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td>_____</td> </tr> </table>	<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Coaching Methods	<input type="checkbox"/> Sexual / sexist	<input type="checkbox"/> Selection Dispute	<input type="checkbox"/> Verbal Abuse	<input type="checkbox"/> Sexuality	<input type="checkbox"/> Personality Clash	<input type="checkbox"/> Physical Abuse	<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Victimization	<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Unfair Decision	<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Other			_____			_____
<input type="checkbox"/> Harassment or	<input type="checkbox"/> Discrimination	<input type="checkbox"/> Coaching Methods																							
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<input type="checkbox"/> Race	<input type="checkbox"/> Bullying	<input type="checkbox"/> Victimization																							
<input type="checkbox"/> Religion	<input type="checkbox"/> Disability	<input type="checkbox"/> Unfair Decision																							
<input type="checkbox"/> Pregnancy	<input type="checkbox"/> Child Abuse	<input type="checkbox"/> Other																							

<p>Methods (if any) of attempted informal resolution</p>																									
<p>Support person (if any)</p>																									
<p>Hearing Tribunal Members</p>																									
<p>Hearing Tribunal Date and Venue</p>																									
<p>Hearing Tribunal Decision (attach report)</p>																									

**NETBALL AUSTRALIA MEMBER PROTECTION POLICY
ATTACHMENT D: NATIONAL REPORTING DOCUMENTS/FORMS**



Action recommended and any follow up report required	
Decision Appealed Date of Appeal lodged:	
Appeal Hearing Date	
Appeal Decision (attach report)	
Action Recommend	
Completed by	Name: Position in Netball Australia / Member Organisation / Affiliate: Signature: _____ Date: / /
Signed by	Complainant: Respondent:

This record and any notes must be kept in a confidential and safe place. A copy should be retained by Netball Australia, the Member Organisation or Affiliate (whatever level the complaint was made).

