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# **DRAGONS ABREAST AUSTRALIA LTD MEMBER PROTECTION POLICY**



**Australian Government**  

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**Australian Sports Commission**

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## PREFACE

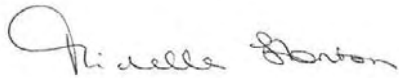
The Dragons Abreast Australia (DAA) Member Protection Policy (MPP) has been developed to ensure the aims of the organisation are achieved through the application of professional policies supporting the membership.

DAA undertakes to adopt policies which will provide an environment which is free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values.

The MPP policy provides a code of conduct forming the basis of appropriate and ethical conduct which all member groups and individuals involved with DAA must abide by.

This policy is an essential part of DAA's proactive and preventative approach to ensuring we maintain the status of being a 'living' organisation that meets the needs of our members.

As National Coordinator of DAA, I undertake the responsibility to ensure that all member groups associated with DAA abide by this Member Protection Policy.



.....  
Michelle Hanton  
National Coordinator  
Dragons Abreast Australia  
30 May 2007

## **PART A – MEMBER PROTECTION POLICY**

### **Dragons Abreast Australia (DAA) Core Values**

DAA is a non-profit company dedicated to raising awareness of breast cancer, and education about the disease within the Australian community, demonstrating that people can be actively involved in life despite the limitations imposed by a diagnosis of breast cancer.

The aims of DAA are:

- To help people with a diagnosis of breast cancer understand they can still lead full and active lives despite physical limitations imposed by breast surgery.
- To encourage people to “achieve their dream” of regaining an active, adventurous lifestyle despite a diagnosis of breast cancer.
- To promote, manage, develop and encourage physical activities, including participation in dragon boat racing, for breast cancer survivors.
- To promote wellness, fitness, fun and camaraderie for breast cancer survivors.
- To give a “face” to the breast cancer statistics.
- To maintain links with other breast cancer dragon boat teams internationally.
- To promote early detection and diagnosis.
- To represent the interests of breast cancer survivors with governing bodies of sport, national sport bodies and government organizations;
- To maintain contact and liaison with organizations throughout the world whose objects are similar to those of DAA
- To receive grants, bequests and donations
- To continually encourage the search for a cure for breast cancer

DAA undertakes to provide an environment free of discrimination on all recognised grounds both legal and moral and to ensure a safe environment for all participants regardless of age or gender.

### **Purpose of this policy**

This policy aims to ensure our core values, good reputation and positive behaviours and attitudes are maintained. It assists us in ensuring that every person involved in our organisation is treated with respect and dignity, and is safe and protected from abuse. This policy also ensures that everyone involved in our organisation is aware of their legal and ethical rights and responsibilities.

The policy attachments provide the procedures that support our commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our organisation.

As part of this commitment, DAA may choose to take disciplinary action against any person, group or organisation bound by this policy if they breach it.

This policy has been endorsed by the Directors of DAA. The policy will commence on 1 July 2006 and will operate until replaced. This policy and/or its attachments may be amended from time to time by resolution of the Directors.

Copies of the policy and its attachments can be obtained from our website [www.dragonsabreast.com.au](http://www.dragonsabreast.com.au)

## **Who this Policy Applies To**

This policy applies to the following as listed below whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub-committees;
- Officials/Administrators (volunteers);
- Support personnel (e.g. managers, masseurs, sport trainers);
- Coaches and assistant coaches;
- Athletes and members;
- Members, including life members and patrons
- Member associations;
- Affiliated clubs and associated organisations;
- Peak associations and the national body;
- Any other person or organisation that is a member of or affiliated to DAA;
- Parents, guardians, spectators and sponsors to the full extent that is possible.

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

## **Code Of Conduct**

DAA requires every individual and organisation bound by this policy to:

- 1.1. Be ethical, fair and honest in all their dealings with other people and DAA;
- 1.2. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- 1.3. Always place the safety and welfare of children above other considerations;
- 1.4. Comply with DAA's constitution, rules and policies including this member protection policy;
- 1.5. Operate within the rules and spirit of the organisation;
- 1.6. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- 1.7. Be responsible and accountable for their conduct; and
- 1.8. Abide by the relevant Role-Specific Codes of Conduct outlined in Part D of this policy.

### **Organisational Responsibilities**

Dragons Abreast Australia (DAA), member groups and affiliated groups are required to adopt, implement and comply with this policy;

- 1.9. Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- 1.10. Promote appropriate standards of conduct at all times;
- 1.11. Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;
- 1.12. Apply this policy consistently without fear or favour;
- 1.13. Recognise and enforce any penalty imposed under this policy;
- 1.14. Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies
- 1.15. Appoint or have access to appropriately trained people to receive and handle complaints and allegations [e.g. Member Protection Information Officers (MPIO's) and/or Complaint Managers] and display the names and contact details in a way that is readily accessible; and
- 1.16. Monitor and review this policy at least annually.

### **Individual Responsibilities**

Individuals bound by this policy are responsible for:

- 1.17. Making themselves aware of the policy and complying with the standards of conduct outlined in this policy;
- 1.18. Consenting to a national police check if the individual holds or applies for a role that involves regular contact with people under the age of 18 years.
- 1.19. Complying with all other requirements of this policy;
- 1.20. Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- 1.21. Understanding the possible consequences of breaching this policy.

## **Policy Position Statements**

### **1.22. Child Protection Policy**

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

DAA acknowledges that we provide a valuable contribution to the positive experiences of juniors. DAA aims to ensure this continues and to protect the safety and welfare of any junior participants. Several measures will be used to achieve this such as:

- Prohibiting any form of abuse against children;
- Carefully selecting and screening people whose role requires them to have regular contact children. (Screening procedures are outlined in Part B of this policy);
- Ensuring our codes of conduct, particularly for roles associated with any junior sport, are promoted, enforced and reviewed;
- Providing procedures for raising concerns or complaints (our complaints procedure is outlined in Part C of this policy); and
- Providing education and/or information to those involved in our sport on child abuse and child protection.

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

All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Our procedures for handling allegations of child abuse are outlined in attachment C4 of this policy. If anyone bound by this policy reasonably suspects that a child is being abused by his or her parent/s, they are advised to contact the relevant government department for youth, family and community services in their state/territory.

### **1.23. Anti-Discrimination and Harassment Policy**

DAA aims to provide an environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination. DAA recognises that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated

unfairly, discriminated against or harassed because of their sex, marital status, pregnancy, parental status, race, age, disability, homosexuality, sexuality, transgender, religion, personality, political belief and/or industrial activity.

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

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

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

#### 1.24. Sexual Relationships Policy

DAA takes the position that sexual relationships between coaches and the adult participants that they coach should be avoided. DAA takes the view that such relationships while not necessarily constituting unlawful harassment, can have harmful effects on the individual participant involved, on other participants and coaches, and on the organisations public image. Such relationships tend to be intentionally or unintentionally exploitative because there is usually a disparity between coaches and participants in terms of authority, power, maturity, status and dependence. DAA's policy position is similar to other organisations who disallow professionals such as teachers, doctors and counsellors to have sexual relationships with their clients or students.

Should a sexual relationship develop between a participant and coach, DAA will investigate whether any action against the coach is necessary. Factors that may be relevant to consider are the age and maturity of the participant relative to the coach, the financial or emotional dependence of the participant on the coach, and the likelihood of the relationship having any adverse impact on the participant and/or other participants. If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the participant. Action may include transfer, a request for resignation or dismissal from coaching duties.

In the event that a participant attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action.

The law is always the minimum standard for behaviour within DAA and therefore sex with a child is a criminal offence.

## **Complaints Procedures**

### **1.25. Complaints**

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

A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally unless the DAA (E) and MPIO, considers that the complaint falls outside the parameters of this policy and would be better dealt with another way.

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

### **1.26. Vexatious Complaints & Victimisation**

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

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

### **1.27. Mediation**

DAA aims to sort out complaints with the minimum of fuss wherever possible. In many cases, complaints can be sorted out by agreement between the people involved with no need for disciplinary action. The people involved in a formal complaint - the complainant and the person complained about (respondent) - may also seek the assistance of a neutral third person or a mediator. Lawyers are able to negotiate on behalf of the complainant and/or respondent.

Mediation may occur either before or after an investigation of a complaint. If a complainant wishes to try and resolve the complaint with the assistance of a mediator, the MPIO/other designated person will, in consultation with the complainant, arrange for a mediator to mediate the complaint. More information on the mediation process is outlined in Attachment C2 of this policy.

#### 1.28. Tribunals

A hearings tribunal may be formed to hear a formal complaint that has been referred by the National Coordinator or an alleged breach of the policy. Our tribunal hearings procedure is outlined in Attachment C5 of this policy.

A respondent may lodge one appeal only to the appeal tribunal in respect of a decision of a hearing tribunal. The decision of the appeal tribunal is final and binding on the people involved to the appeal. Our appeals process is outlined in Attachment C5 of this policy.

Every organisation bound by this policy will recognise and enforce any decision made, and form of discipline imposed, by an appeals tribunal under this policy.

Members of hearing and appeal tribunals will be indemnified by the organisation that appointed them against any claim for loss, compensation or damages, and for costs incurred defending a claim made against them, because of their function as a member of a hearings or appeals tribunal.

#### **What Is A Breach Of This Policy**

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

- 1.29. Done anything contrary to this policy;
- 1.30. Breached the Code of Conduct and Role-Specific Codes of Conduct;
- 1.31. Brought the sport and/or DAA into disrepute;
- 1.32. Failed to follow DAA policies and procedures for the protection, safety and welfare of children;
- 1.33. Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- 1.34. Discriminated against or harassed any person;
- 1.35. Victimised another person for reporting a complaint;

- 1.36. Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;
- 1.37. Disclosed to any unauthorised person or organisation any DAA information that is of a private, confidential or privileged nature;
- 1.38. Made a complaint they knew to be untrue, vexatious, malicious or improper;
- 1.39. Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- 1.40. Failed to comply with a direction given to the individual or organisation during the discipline process.

### **Forms Of Discipline**

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated. More information on the range of disciplinary measures and the factors that will be considered before imposing discipline is at Attachment C6 of this policy.

### **Dictionary**

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

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

**Affiliated club/group** means a member of DAA under Section 5 of the Constitution of Dragons Abreast Australia Ltd

**Child** means a person who is under the age of 18 years (see also definition of young person)

**Child abuse** relates to children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

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

**Complaint** means a complaint made under clause 8 of this policy.

**Complainant** means the person making a complaint.

**Discrimination** means treating or proposing to treat a person less favourably than someone else in certain areas of public life on the basis of an attribute or personal characteristic they have. The relevant attributes or characteristics are:

- Age;
- Disability;
- Marital status;
- Parental/carer status;
- Personality
- Physical features;
- Political belief/activity;
- Pregnancy;
- Race;
- Religious belief/activity;
- Sex or gender;
- Sexual orientation;
- Trade union membership/activity;
- Transgender orientation.

Some States and Territories include additional characteristics.

Discrimination is not permitted in the areas of employment (including volunteer and unpaid employment); the provision of goods and services; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition; obtaining or retaining membership of an organisation (including the rights and privileges of membership).

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination may also be discriminatory conduct.

Discrimination may be direct or indirect. **Direct discrimination** is treating, or proposing to treat someone less favourably because of a characteristic (such as race, sex, age etc), in the same or similar circumstances. **Indirect discrimination** is imposing or intending to impose a requirement, condition or practice that is the same for everyone but which has an unequal or disproportionate effect on particular individuals or groups.

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

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexuality or other characteristic (see characteristic list under discrimination).

Whether or not the behaviour is harassment is determined from the point of view of the person receiving the harassment. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

**Junior** means a person under the age of eighteen (18) years who is participating in an activity of the dragon boating.

**Mediator** means a person appointed to mediate complaints made under this policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.

**Member** means member of DAA under Section 9 of the Constitution of Dragons Abreast Australia Ltd

**Member protection** is a term used by the Australian sport industry to describe the practices and procedures that protect members - both individual members such as members, coaches and officials, and the member organisations such as clubs, state associations, other affiliated associations and the national body. Member protection involves:

- protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour
- adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and
- providing education.

**Member Protection Information Officer (MPIO)** means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this policy. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment or a breach of this policy. They help the complainant deal with any emotions they may have about what has happened and operate as a sounding board as the complainant decides what they want to do. The MPIO may accompany the complainant in anything they decide to do, if it feels appropriate and they are happy to do it.

**Natural justice** incorporates the following principles:

- a person who is the subject of a complaint must be fully informed of the allegations against them
- a person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence
- all parties need to be heard and all relevant submissions considered
- irrelevant matters should not be taken into account
- no person may judge their own case
- the decision maker/s must be unbiased, fair and just
- the penalties imposed must not outweigh the 'crime'

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

**Policy and this policy** mean this Member Protection Policy.

**National Coordinator** means the National Coordinator of Dragons Abreast Australia Ltd.

**Respondent** means the person who is being complained about.

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

**Sexual harassment** means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

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

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

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

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

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

## PART B – CHILD PROTECTION REQUIREMENTS

### *Background*

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

Please be aware that state and territory child protection requirements also apply to individuals and organisations originating outside of the states with the legislation in place. For example, if one of our state associations or affiliated clubs takes junior members to New South Wales or Queensland for training camps, competition or other activities, those travelling with the teams must comply with the NSW or QLD legislative requirements.

As part of DAA's commitment to protecting the safety and welfare of children and young people involved in DAA activities, DAA requires the following measures to be met.

- Provide opportunities for juniors to contribute to and provide feedback on program development;
- Provide education and/or information on child abuse and child protection to those involved in our organisation that deal with children, such as coaches, juniors, parents and officials; and
- Meet the requirements outlined in Attachment B1

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<sup>1</sup> Related Child Protection legislation that pre-dates current MPP requirements is contained in the following:

|                    |   |
|--------------------|---|
| Commonwealth       | Family Law Act 1975                                       |
| New south Wales    | Children and Young Persons (Care and Protection) Act 1998 |
| Victoria           | Children and Young Persons Act 1989                       |
| Queensland         | Child Protection Act 1999                                 |
| Western Australia  | Child Welfare Act 1947                                    |
|                    | Community Services Act 1972                               |
| South Australia    | Family and Community Services Act 1972                    |
| Tasmania           | Children, Young Persons and Their Families Act 1997       |
| ACT                | Children and Young People Act 1999                        |
| Northern Territory | Community Welfare Act 1983                                |

## ***Attachment B1 : CHILD PROTECTION REQUIREMENTS***

This attachment sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) at DAA, member clubs and organisations that involves regular 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.

### ***Association/club requirements***

Under DAA's Member Protection Policy, our member clubs are required to:

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

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

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

If unsatisfied, then DAA will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work [directly and unsupervised] with people under the age of 18 years. If this is not possible, then end the appointment. Note: legal advice should be obtained before the termination process begins.
- in the case of a someone applying for the position/role, not appoint them.

3. Check a person's referees (verbal or written) and interview a person about their suitability for the role and their suitability for working with children for both paid and voluntary positions.
4. Ask people applying for and people who currently occupy a position to sign a consent form for a national police check. (Information on police checks and forms can be found at [www.ausport.gov.au/ethics/policechecks.asp](http://www.ausport.gov.au/ethics/policechecks.asp)) that involves regular contact with people under the age of 18 years
5. Request a national police check from our relevant police jurisdiction for people applying for and people who currently occupy, paid or paid and voluntary positions that involves regular contact with people under the age of 18 years.

In most police jurisdictions a 'Part Exclusion' check for people working with children can be requested. This check excludes irrelevant records.

If the police check indicates a relevant offence, DAA will:

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

If unsatisfied, then the DAA will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. Note: legal advice should be obtained before the termination process begins.
- in the case of a someone applying for the position/role, not appoint them.

If the person does not agree to a national police check after explaining why it is a requirement, DAA shall make an assessment as to whether the person may pose a risk to or be unsuitable to with people under the age of 18 years.

If unsatisfied, DAA will:

- in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work directly and unsupervised with people under the age of 18 years. If this is not possible, then end the appointment. Note: legal advice should be obtained before the termination process begins.

- in the case of a someone applying for the position/role, not appoint them.
6. Decide whether to offer the person the position or retain the person in the position, taking into account the result of the police check and any other information DAA has available. Where it is not practical to complete the police check prior to employment commencing, DAA must still complete the check as soon as possible. DAA will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
  7. Where a national police check is obtained under this member protection policy, another organisation which is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years.
  8. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as a completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.

**Attachment B2 : MEMBER PROTECTION DECLARATION**

DAA has a duty of care to its members and to the general public who interact with its employees, volunteers, members and others involved with DAA activities. As part of this duty of care and as a requirement of the DAAs Member Protection Policy, DAA must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves regular contact with people under the age of 18 years

I .....(name) of .....

.....(address) born ...../...../.....

sincerely declare:

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

Declared in the State/Territory of ..... on

...../...../.....(date) Signature .....

Parent/Guardian Consent (in respect of 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 B3: QUEENSLAND CHILD PROTECTION REQUIREMENTS**

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*This information is subject to change at any time. Refer to the Queensland Commission for Children and Young People and Child Guardian's website: [www.ccypcq.qld.gov.au](http://www.ccypcq.qld.gov.au) or contact 1800 113611. This information was updated on 1 June 2005.*

1. In Queensland the *Commission for Children and Young People and Child Guardian Act 2000* requires people who work with children under 18 years of age in certain categories of paid or voluntary employment or those who operate child-related businesses, to undergo a Working with Children Check. The Working with Children Check is a comprehensive assessment of a person's suitability to work with children based on their criminal history and certain professional disciplinary information, if any. Those found suitable to work with children and young people are issued with a suitability card, or blue card. The blue card must be renewed every two years.

### **Association/Club Requirements**

2. QLD State Association and affiliated clubs are responsible for applying to the Queensland Commission for Children and Young People and Child Guardian (CCYPCG) for Working With Children Checks on employees and volunteers who work with children or young people. People carrying on a regulated business are responsible for applying for their own Working with Children Check. **These requirements apply despite the existence or absence of our member protection policy.**

3. All volunteers and certain paid employees that work with children or young people in the following categories of employment must apply for a blue card:

- **\*schools - employees other than teachers including non-teaching staff**
- **private teaching, coaching or tutoring**
- **\*education programs conducted outside of schools**
- **sport and active recreation**

(Note that categories of employment not relevant to the activities of DAA have not been listed above.)

Categories marked with \* are retrospectively screened. This means all people who work in these categories of employment must hold a blue card regardless of when they started work.

4. Application forms to apply for a suitability notice for a paid employee, volunteer or person carrying on a regulated business can be downloaded from [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au). Screening for volunteers is free and for paid employees and people carrying on a regulated business is \$40.00.

## **Employees**

5. Employees who work, or are likely to work, with children and young people for at least:

- a. eight consecutive days, or
- b. once a week, each week, over four weeks, or
- c. once a fortnight, each fortnight, over eight weeks, or
- d. once a month, each month over six months,

**must undergo a criminal history check.**

6. Paid employees can begin or continue to work in regulated employment while waiting for the outcome of their blue card application.

7. People working in regulated employment, which is 'one-off' or on a short-term basis (where the duration of their employment is less than that listed above) are not required to undergo a criminal history check.

8. If DAA knows or reasonably suspects that an employee who is not retrospectively checked has a criminal history relevant to the working with children or young people, the organisation can apply for a blue card for that person. The application form for this is a 'Current Employee blue card application form'.

9. Recent amendments to the Act require DAA to develop and implement a risk management strategy to promote the well-being of children in their care and protect them from harm.

10. The strategy caters for the following types of employees:

- a. A person who has started work pending the outcome of their blue card application
- b. A blue card holder
- c. A person in regulated employment who is not required to hold a blue card, and
- d. A person who the Commissioner is reassessing.

## **Volunteers**

11. Volunteers working with children in our association/club must have a criminal history check. Application forms to apply for a suitability notice for a volunteer can also be downloaded from [www.ccyipcq.qld.gov.au](http://www.ccyipcq.qld.gov.au). Screening for volunteers is free.

## **Exemptions**

12. The following people are exempt from the Working with Children Check:
- a. children under 18 who are volunteers (except students required to work in regulated employment as part of their studies with DAA
  - b. parents who volunteer their services or conduct activities through DAA or are involved in sport and active recreation activities where their child is also a member of DAA.

(Only exemptions relevant to the activities of DAA have been listed above.)

## **Businesses**

13. A person carrying on the following regulated businesses within DAA must also apply for a blue card:

- a. private teaching, coaching or tutoring,
- b. education programs conducted outside of schools,
- c. providers of recreational activities such as sporting camps and programs (excluding amusement parks)

(Only the regulated business which conduct activities of relevance to DAA have been listed above.)

## Attachment B4: NEW SOUTH WALES REQUIREMENTS FOR CHECKING PEOPLE TO WORK WITH CHILDREN

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***This information is subject to change at any time. Refer to the NSW Commission for Children and Young People website: [www.kids.nsw.gov.au](http://www.kids.nsw.gov.au) or contact 02 9286 7219.***

1. All NSW clubs and associations who engage/employ people in child-related activities (in a paid or voluntary capacity) must meet the requirements of the Working With Children Check. This is a legal requirement and includes:
  - a. Register with the NSW Department of Sport and Recreation Employment Screening Unit;
  - b. Identify positions (paid and voluntary) which are ***child-related positions***;
  - c. Obtain a Prohibited Employment Declaration (PED) from all existing employees in child-related positions. PED forms can be downloaded from [www.kids.nsw.gov.au/check/resources.html](http://www.kids.nsw.gov.au/check/resources.html). If the person is a ***prohibited person*** we must remove him/her from the child-related employment;
  - d. Keep the PED in a secure place for as long as the person is employed;
  - e. Ask preferred applicants for paid child-related positions to sign a Consent Form for a background check;
  - f. Include advice about the Working With Children Check in information being provided about child-related positions (e.g. coach of junior team);
  - g. Request a background check for preferred applicants for paid child-related employment before they start work;
  - h. Decide whether to offer the applicant the position, taking into account the result of the Working With Children Check and any other information we have available;
  - i. Where it is not practical to complete the background check prior to employment commencing, we must still complete the check as soon as possible. We must advise employees that their ongoing employment is conditional upon the satisfactory outcome of the check;
  - j. Notify the NSW Commission for Children and Young People of any person whose application for child-related employment has been rejected primarily because of a risk assessment in the Working With Children Check. We must do this even if we offer the person an alternative position;
  - k. Advise the person if their application was rejected primarily because of an adverse risk assessment in the Working With Children Check;
  - l. Notify the NSW Commission for Children and Young People of any person against whom **relevant employment proceedings** have been completed; and
  - m. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process.

2. **Child-related employment** is any work (paid or unpaid) that involves direct and unsupervised contact with children in several types of areas such as sporting clubs and associations that have a significant child membership or involvement.

3. **Employment** includes work done:

- a. under a contract of employment;
- b. as a sub-contractor;
- c. as a volunteer for an organisation;
- d. as a minister of religion (whether or not ordained); and
- e. undertaking practical training as part of an educational or vocational course

4. **Prohibited person** is a person convicted of committing a serious sex offence or a registrable person.

5. **Registrable person** is someone who has been found guilty of the following offences against children:

- a. murder
- b. sexual offences
- c. indecency offences
- d. kidnapping
- e. child prostitution
- f. child pornography

6. **Relevant employment proceedings** are disciplinary proceedings completed in NSW, or elsewhere, where an employer or professional body that supervises the conduct of the employee has found that '**reportable conduct**' or an act of violence occurred, or there is some evidence that it occurred. An act of violence will be relevant only if it was committed by an employee in the course of employment and in the presence of a child.

7. **Reportable conduct** is:

- a. any sexual offence, or sexual misconduct, committed against, with or in the presence of a child (including a child pornography offence);
- b. any assault, ill treatment or neglect of a child; or
- c. any behaviour that causes psychological harm to a child.

## **Attachment B5: WESTERN AUSTRALIA CHILD PROTECTION REQUIREMENTS**

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***This information is subject to change at any time. Refer to the Department of Community Development Website: <http://community.wa.gov.au/> or contact 08 9476 2000. This information will need to be regularly updated. The following is based on information available as at June 2005.***

*Details of the phasing-in arrangements for different types of child-related work and information regarding what is required and the process for applications will be posted on the Department of Community Services website <http://community.wa.gov.au/Resources/Child+Protection/> in the future. **Until this time DAA will follow the screening process set out in Attachment B4: Child Protection Requirements***

1. From 1 January 2006, certain people working with children in Western Australia will be required to have a national criminal history check – a Working with Children Check. The Working with Children Check will be compulsory under the Working With Children (Criminal Record Checking) Act 2004 which was passed by State Parliament in November 2004.
2. The Check proposes to screen employees, self-employed persons and volunteers in defined categories of employment. The Check will take into account convictions and charges for serious sexual and violent offences. Assessment will be by a new screening unit within the Office for Children and Youth, of the Department for Community Development. Applicants will be issued with either an ‘assessment notice’ in the form of an ID card which allows that person to work or volunteer with children, or a negative notice. Assessment notices will be valid for three years.
3. The following groups will not need to have a Working With Children Check:
  - a. volunteers under 18 years;
  - b. employers of children, or adult employees who have contact with a child-employee in the workplace (unless they are carrying-out child-related work);
  - c. registered teachers, who require a national criminal record check as part of their registration under the *Western Australian College of Teaching Act 2004*;
  - d. parents who volunteer in activities in which their children are also involved.
4. Working with Children Checks will be phased in over a five year period according to the type of work being carried out. Once the checks begin for particular groups, employees, employers, self-employed people and volunteers working with children will have certain obligations to fulfill.

## **Attachment B6: CHILD PROTECTION SCREENING PROCESS**

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1. This attachment sets out the screening process for people who currently occupy or who apply for any work (paid or voluntary) under DAA jurisdiction that involves working or regular contact with people under the age of 18 years.
2. 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.

### **Association/Club Requirements**

3. Under DAA Member Protection Policy, DAA and member associations are required to:
  - a. Identify positions (paid and voluntary) that involve working with people under the age of 18 years.
  - b. Obtain a completed *Member Protection Declaration* or MPD (Attachment B5) from all people who are bound by this policy if they occupy or apply for a position that involves working with people under the age of 18 years. The MPD will be kept in a secure place.

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

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

If unsatisfied, then DAA and member associations will, in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work [directly and unsupervised] with people under the age of 18 years. If this is not possible, then end the appointment. **(Note: legal advice should be obtained before the termination process begins.)** in the case of a someone applying for the position/role, not appoint them.

- c. Check a person's referees (verbal or written) and interview a person about his/her suitability for the role and his/her suitability for working with children for both paid and voluntary positions.
- d. Ask people applying for, and people who currently occupy, a position that has regular and working contact with people under the age of 18 years to **sign a consent form** for a national police check. (Information on police checks and forms can be found at [www.ausport.gov.au/ethics/policechecks.asp](http://www.ausport.gov.au/ethics/policechecks.asp))

- e. Request a national police check from the relevant police jurisdiction for people applying for, and people who currently occupy, paid and voluntary positions that involves regular contact and working with people under the age of 18 years.

In most police jurisdictions a 'Part Exclusion' check for people working with children can be requested. This check excludes irrelevant records.

If the police check indicates a relevant offence, DAA and member associations will:

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

If unsatisfied, then DAA and member associations will, in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work [directly and unsupervised] with people under the age of 18 years. If this is not possible, then end the appointment. (Note: legal advice should be obtained before the termination process begins.) In the case of a someone applying for the position/role, not appoint them.

If the person does not agree to a national police check after explaining why it is a requirement, DAA and member associations shall make an assessment as to whether the person may pose a risk to or be unsuitable to work with people under the age of 18 years. If unsatisfied, DAA and member associations will, in the case of an existing employee/volunteer, transfer the person to another role which does not require them to work [directly and unsupervised] with people under the age of 18 years. If this is not possible, then end the appointment. (Note: legal advice should be obtained before the termination process begins.) in the case of a someone applying for the position/role, not appoint them.

- f. Decide whether to offer the person the position, [or retain the person in the position], taking into account the result of the police check and any other information DAA and member associations have available. Where it is not practical to complete the police check prior to employment commencing, DAA and member associations must still complete the check as soon as possible. DAA and member associations will advise the person that their ongoing employment is conditional upon the satisfactory outcome of the check.
- g. Where a national police check is obtained under this member protection policy, another organisation which is also required to screen may obtain a copy of the national police check provided that the consent of the relevant person is obtained and the national police check was performed in the immediately preceding two years.
- h. Protect the privacy of any person who is checked and the confidentiality of any information obtained through the checking process. Information collected during screening (such as a completed MPD form, police records and referee reports) will be returned to the relevant person if that person is not appointed to/will not remain in the position, or otherwise be destroyed with the consent of the person concerned.

## **PART C: PROCEDURES**

To ensure consistency and that the principles of natural justice are followed in all aspects of handling or conducting complaints, allegations, investigations, tribunals and disciplinary measures, DAA will follow and implement the following procedures:

- C1 Complaints Procedure
- C2 Mediation Procedure
- C3 Investigation Procedure
- C4 Investigation Procedure for allegations of child abuse
- C5 Hearings and Appeals Tribunal Procedure
- C6 Disciplinary Measures

## ***Attachment C1: COMPLAINTS PROCEDURE***

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

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

If at any point in the complaint process, DAA 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.

### **Step 1**

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

### **Step 2**

If:

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

talk with one of our Member Protection Information Officer (MPIO) or DAA Membership Officer (MO). A list of MPIOs can be found at the Australian Sports Commission website [www.ausport.gov.au](http://www.ausport.gov.au)

The MPIO or DAA MO will:

- take notes about your complaint which will be kept in a secure and confidential place;
- try to sort out the facts of the problem;
- ask what outcome/how you want the problem resolved and if you need support;
- provide possible options for you to resolve the problem;
- explain how our complaints procedure works;
- act as a support person if you so wish;
- refer you to an appropriate person to help you resolve the problem, if necessary;
- inform the relevant government authorities and/or police if required by law to do so; and
- maintain strict confidentiality.

### **Step 3**

After talking with the MPIO or DAA MO you may decide:

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

If you wish to remain anonymous, DAA MO cannot assist you to resolve your complaint. We have to follow the principles of natural justice and be fair to both sides. This means that DAA 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.

### **Step 4**

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

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

## Step 5

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

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

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

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

If the DAA MO is the appropriate body to handle the complaint they will, to the extent that these steps are necessary:

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

## Step 6

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 DAA MO who will determine what, if any, further action to take. This action may include a direction to the investigator to make further enquiries and obtain additional information, disciplinary action in accordance with Attachment C6, and referring the complaint to an informal or a formal mediation session, a hearings tribunal and/or the police or other appropriate authority;
- the complaint is referred to an informal or 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;
- the complaint is referred to a hearings tribunal under **Step 5**, the hearing will be conducted in accordance with Attachment C5;
- the complaint is referred to the police or other appropriate authority under **Step 5**, the DAA MO will use its best endeavours to provide all reasonable assistance lawfully required by the police or other appropriate authority; and

- interim administrative or other arrangements are implemented under **Step 5**, the DAA MO will periodically review these arrangements to ensure that they are effective.

Any costs relating to the complaint process set out in this Policy (e.g. investigation and/or mediation and/or hearings tribunal) are to be met by DAA.

### **Step 7**

If, under Step 6, an informal or formal mediation session is conducted, and you and the respondent(s) can not reach a mutually acceptable mediated solution to the complaint, you may request that the DAA MO reconsider the complaint in accordance with Step 5.

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

- under **Step 5**, a decision was made by DAA MO
  - not to take any action; or
  - to take disciplinary action; or
- under **Step 6**, a decision was made by DAA MO or a hearings tribunal:
  - not to take any action; or
  - to take disciplinary action.

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

If any 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 DAA you may choose to approach an external agency such as an equal opportunity commission to assist with a resolution.

### **Step 8**

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

## **External procedure**

There may be a range of external options available to you depending on the nature of your complaint. If you feel that you have been harassed or discriminated against, you can seek advice from your State or Territory equal opportunity commission without being obliged to make a formal complaint. If the commission advises you that the problem appears to be a type of harassment that comes within its jurisdiction, you may then make a decision as to whether or not to lodge a formal complaint with the commission.

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

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

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

## ***Attachment C2: MEDIATION***

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

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

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 on their own; *and*
  - b. MPIO 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 will not deviate from these;
  - b. The complainant or respondent are unwilling to attempt mediation; or
  - c. Due to the nature of the complaint, the relationship between you and the respondent(s) and any other relevant factors, the complaint is not suitable for mediation.

4. If mediation is chosen to try and resolve the complaint, the MPIO will, in consultation with the complainant and the respondent(s), arrange for a mediator to mediate the complaint.
5. The MPIO will notify the respondent(s) that a formal complaint has been made, provide them with details of the complaint and notify them the DAA MO 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:
  - Write to DAA MO to request that the DAA MO reconsider the complaint in accordance with **Step 5**;
  - Approach an external agency such as an anti-discrimination commission.

### ***Attachment C3: INVESTIGATION PROCESS***

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

1. A written brief will be provided to the investigator to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
2. The complainant will be interviewed and the complaint documented in writing.
3. The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full. The respondent(s) must be given sufficient information to enable them to properly respond to the complaint.
4. The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
5. If there is a dispute over 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:
  - substantiated (there is sufficient evidence to support the complaint);
  - inconclusive (there is insufficient evidence either way);
  - unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and/or
  - mischievous, vexatious or knowingly untrue.
7. A report documenting the complaint, investigation process, evidence, finding and, if requested, recommendations, will be given to DAA MO
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](http://www.ausport.gov.au/ethics/policy.asp)

#### ***Attachment C4: INVESTIGATION PROCEDURE - CHILD ABUSE***

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

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

##### **Step 1 - Clarify basic details of the allegation**

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

##### **Step 2 - Report allegations of a serious or criminal nature**

- Any individual or organisation to which this policy applies, should immediately report any incident of a serious or a criminal nature to the police and other appropriate authority.
- If the allegation involves a child at risk of harm, the incident should immediately be reported to the police or other appropriate government agency. You may need to report to both the police and the relevant government agency.

- The relevant State or Territory authority should be contacted for advice if there is **any** doubt about whether the complaint should be reported.
- If the child's parent/s are suspected of committing the abuse, report the allegation to the relevant government agency.

### **Step 3 - Protect the child**

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

### **Step 4 - Further clarify and investigate allegation**

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

- Seek advice from the police and relevant government agency as to whether DAA should carry out its own internal investigation (in addition to any police or relevant government agency investigation).
- If the police and/or relevant government agency advises that it is appropriate, then appoint an independent person (where possible) with appropriate expertise to conduct an investigation. The investigator should:
  - Contact the parents/carers of the child at an appropriate time and as directed by the police or relevant government agency.
  - If appropriate, meet with parents/carers and the child to clarify the incident and offer support on behalf of DAA if required (example, professional counselling).
  - Meet with the person against whom the allegation refers at an appropriate time and as directed by the relevant authority and give the person an opportunity to explain or respond to the allegation and identify any witnesses and supporting evidence. The person should have an opportunity to invite a support person/adviser to attend at a meeting and should be offered support (example, professional counselling) if necessary.

- Obtain a signed statement and record of interview from the person.
- Make contact with any witnesses and obtain written and signed statements outlining details of the allegation (what happened, when, how). This should only occur following advice from the relevant authority.
- Obtain other information that could assist in making a decision on the allegation.
- The information collected during the investigation should be made available to the relevant authorities.
- Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

For allegations of a less serious nature (e.g. verbal abuse):

1. Where possible, appoint an independent person with appropriate expertise to make contact and meet with each of the people involved to obtain details of the allegation.
2. The investigator should follow the procedure set out in Attachment C3
3. Strict confidentiality, impartiality, fairness and due process must be maintained at all times.

**Step 5 – Record and analyse all information**

- If an internal investigation was conducted under **Step 4**, the investigator will provide a report to police and/or relevant government agency.
- The decision-maker(s) will be police and/or relevant government agency and will remain separate and at arm's length from the investigator.
- The police and/or relevant government agency will consider all the information and determine a finding. It will also recommend action and its rationale for the action.

**Step 6 – Undertake disciplinary action**

- For incidents of a serious or criminal nature, consideration must be given to the findings of the police and/or the government agency before making a decision on disciplinary proceedings.

- If disciplinary action is to be taken, follow the procedures outlined in Attachment C6 of the policy.
- Implement any disciplinary decision recommended by the DAA MO. The action should be immediate.
- Check with the relevant state government authority to see if you need to forward a report (e.g. the NSW Commission for Children and Young People requires notification of relevant employment proceedings).
- Complete the E3 report form in Part E of this policy. Retain the original in a secure place and forward a copy to the President of AusDBF.

## ***Attachment C5: HEARINGS & APPEALS TRIBUNAL PROCEDURE***

The following Tribunal Hearing Procedure will be followed by hearings tribunals established by the DAA MO.

### **Tribunal Formation and Notification**

1. A Tribunal Panel will be constituted to hear a complaint that has been referred to it by DAA MO
2. The DAA MO will organise for a Tribunal to be convened by notifying all Tribunal Panel members that they are required to hear a complaint. The Tribunal Panel members will be provided with a copy of all the relevant correspondence, reports or information received and sent by MPIO relating to the complaint/allegations.
3. The Tribunal Hearing will be scheduled as soon as practicable, but must allow adequate time for the person being complained about (respondent(s)) to prepare to respond to the complaint.
4. The number of Tribunal Panel members required to be present throughout the Tribunal Hearing Process will be three quarters of DAA Executive Members.
  - 4.1 The Tribunal Panel will not include any person who has any actual or perceived conflict of interest, preconceived opinions, vested interests or personal involvement relating to the complaint.
  - 4.2 The Tribunal Panel will comprise at least one person who has knowledge, and preferably experience, of any relevant laws relating to the complaint (e.g. anti-harassment).
  - 4.3 If a member of the Tribunal Panel cannot continue once the Tribunal Hearing has commenced, and the minimum number required for the Tribunal Hearing is still maintained, the discontinuing member will not be replaced.
  - 4.4 If the specific or minimum number is not maintained, the discontinuing member may be replaced if it is considered appropriate by the Tribunal Chairperson. Factors to consider should include the circumstances of the complaint and the ability of the new Tribunal Panel member to be reasonably and impartially informed of the hearing evidence up until the time of their appointment. If the Tribunal Chairperson believes it is not appropriate for a new Tribunal Panel member to be appointed then the Tribunal will be rescheduled to a later date. The Tribunal Chairperson will inform the DAA(E) of the need to reschedule, and the DAA MO will

organise for the Tribunal Hearing, with a new Tribunal Panel to be reconvened.

5. The DAA MO will inform the respondent(s) by written notification that a tribunal hearing will take place. The written notification will outline:
  - That the person has a right to appear at the tribunal hearing to defend the complaint/allegation;
  - Details of the complaint, including any relevant rules or regulations they are accused of breaching (if there is more than one complaint these should be set out separately);
  - The date, time and venue of the tribunal hearing;
  - That they can make either verbal or written submissions to the Tribunal;
  - That they may arrange for witnesses to attend the Tribunal in support of their position;
  - An outline of any possible penalties that may be imposed if the complaint is found to be true; and
  - That legal representation will not be allowed. If the respondent is considered a minor, they should have a parent or guardian present.

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

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

6. The DAA MO will inform the person making the complaint (complainant) by written notification that a tribunal hearing will take place. The written notification will outline:
  - That the person has a right to appear at the tribunal hearing to support their complaint;
  - Details of the complaint, including any relevant rules or regulations they are accused of breaching (if there is more than one complaint these should be set out separately);
  - The date, time and venue of the tribunal hearing;
  - That they can make either verbal or written submissions to the Tribunal;
  - That they may arrange for witnesses to attend the Tribunal in support of their position; and
  - That legal representation will not be allowed. If complainant is considered a minor, they should have a parent or guardian present.

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

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

### **Tribunal Hearing Procedure**

8. The following people will be allowed to attend the Tribunal Hearing:
  - The Tribunal Panel members;
  - The respondent(s);
  - The complainant;
  - Any witnesses called by the respondent;
  - Any witnesses called by the complainant;
  - Any parent / guardian or support person required to support the respondent or the complainant.
9. The Tribunal Chairperson will call the hearing to order at the designated time and determine if the respondent(s) is present.
10. If the respondent(s) is not present and the Tribunal Chairperson considers that no valid reason has been presented for their absence, the Tribunal Hearing will continue subject to the Tribunal Chairperson being satisfied that all Tribunal notification requirements have been carried out correctly.
11. If the Tribunal Chairperson considers that a valid reason for the non-attendance of the respondent(s) is presented, or the Tribunal Chairperson does not believe the Tribunal notification requirements have been carried out correctly, then the Tribunal Hearing will be rescheduled to a later date.
12. The Tribunal Chairperson will inform the DAA MO of the need to reschedule, and the DAA MO will organise for the Tribunal Hearing to be reconvened.
13. The Tribunal Chairperson will read out the complaint that is to be judged, ask the respondent(s) if they understand the complaint being made against them, and if they agree or disagree with the complaint.

14. If the person agrees with the complaint, they will be asked to provide any evidence or witnesses that should be considered by the Tribunal Panel when determining any disciplinary measures.
15. If the person disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
  - Brief notes may be referred to.
  - The complainant will be allowed to call witnesses.
  - The respondent(s) may be allowed to question the complainant and their witnesses.
16. The respondent(s) will then be asked to respond to the complaint.
  - Brief notes may be referred to.
  - The respondent will be allowed to call witnesses.
  - The complainant may be allowed to ask questions of the respondent and their witnesses.
17. Both the complainant and respondent will be allowed to be present when evidence is presented to the Tribunal. Witnesses may be asked to wait outside the Tribunal Hearing until required.
18. The Tribunal will be allowed to:
  - consider any evidence, and in any form, that it deems relevant.
  - question any person giving evidence.
  - limit the number of witnesses presented if it is agreed by all parties that they will support the person who requested them, but will not provide any new evidence.
19. Video evidence, if available, may be presented. The arrangements must be made entirely by the person/s wishing to offer this type of evidence.
20. If the Tribunal considers that at any time during the Tribunal Hearing that there is any unreasonable or intimidatory behaviour from anyone allowed to be present, the Tribunal Chairperson shall have the power to stop any further involvement of the person in the Tribunal Hearing.
21. After all of the evidence has been presented the Tribunal Panel will make its decision in private. If the Tribunal believes the complaint has been substantiated on the balance of probabilities (i.e. more probable than not), the respondent will then be given an opportunity to address the Tribunal Panel and make a submission on any disciplinary measures that may be imposed. Only those disciplinary measures outlined in the DAA Member Protection Policy will

be considered. Any disciplinary measure imposed must be reasonable in the circumstances.

22. All decisions made by the Tribunal will be based on a majority vote.
23. The Tribunal Chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed.
24. Within 48 hours, the Tribunal Chairperson will:
  - 24.1 Forward to the DAA MO a copy of the tribunal decision including any disciplinary measures imposed.
  - 24.2 Forward a letter to the respondent(s) reconfirming the Tribunal's decision and any disciplinary measures imposed. The letter should also outline, if allowed, the process and grounds for an appeal to be made.

### **Appeals Procedure**

25. A complainant or a respondent(s) who is not satisfied with a decision described in **Step 7** of the Complaints Procedures can lodge one appeal to the DAA on one or more of the following basis:
  - 25.1 That a denial of natural justice has occurred; or
  - 25.2 That the disciplinary measure(s) imposed is unjust and/or unreasonable.
26. A person wanting to appeal in accordance with paragraph 25 must lodge a letter stating their intention and the basis for their appeal with the DAA National Coordinator within 21 days of the relevant decision.
27. If the letter of appeal is not received by the DAA National Coordinator within the relevant time period the right of appeal will lapse. If the letter of appeal is received but the appeal fee is not received by the relevant time, the appeal shall be deemed to be withdrawn.
28. Upon receipt of the letter of appeal, the DAA National Coordinator must convene a special meeting of the DAA MO to review the letter of appeal and decide whether there are sufficient grounds for the appeal to proceed. The DAA MO will be able to invite any witnesses to the meeting it believes are required to make an informed decision.
29. If it is considered that the letter of appeal has not shown sufficient grounds for appeal in accordance with paragraph 25, then the appeal will not proceed

and the person will be notified of this decision and the reasons for this decision.

30. If the appeal is considered to have sufficient grounds to proceed then a Tribunal with a new panel will be convened to rehear the complaint. The DAA MO shall follow the Tribunal Formation and Notification procedures outlined above.
31. The Tribunal Hearing Procedure shall be followed for the appeal.
32. The decision of the appeal Tribunal will be final.

## ***Attachment C6: DISCIPLINARY MEASURES***

Any disciplinary measure imposed by the DAA MO and/or Tribunal under this policy must:

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

### **Individual**

Subject to contractual and employment requirements, if a finding is made that an individual has breached the DAA MPP (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by DAA MO and/or Tribunal.

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, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the DAA,

A demotion or transfer of the individual to another location, 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 or participation or engagement in a role or activity;

Recommend that DAA terminate the individual's membership, appointment or engagement;

In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;

Any other form of discipline that DAA considers appropriate. Refer to DAA Prescribed Penalties.

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.

## **Organisations**

If a finding is made that a member club or member has breached DAA's Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by DAA

A written warning;

A monetary fine;

A direction that any rights, privileges and benefits provided to that organisation or individual by the national body or other peak association be suspended for a specified period;

A direction that any funding granted or given to it by DAA or AusDBF cease from a specified date;

A direction that AusDBF cease to sanction events held by or under the auspices of that organisation;

A recommendation to AusDBF or the relevant State or Territory member group that membership of the peak association be suspended or terminated in accordance with the relevant constitution or rules; and/or

Any other form of discipline that the national body or peak organisation considers to be appropriate.

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

## **Factors to consider when imposing discipline**

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

Nature and seriousness of the behaviour or incidents;

In a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;

If the individual concerned knew or should have known that the behaviour was a breach of the policy;

Level of contrition of the respondent(s);

The effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;

If there have been relevant prior warnings or disciplinary action; and/or

If there are any mitigating circumstances such that the respondent(s) should not be disciplined at all or not disciplined so seriously.

## **PART D: ROLE-SPECIFIC CODES OF CONDUCT**

### **1. PREAMBLE**

1.1 Dragons Abreast Australia is committed to fairness, equity and good sportsmanship in all our activities. DAA aims to provide the best possible environment in which its members can participate and its officials and administrators can discharge their responsibilities to ensure the participants are able to be and perform at their best.

The Code of Conduct is designed to ensure that appropriate forms of behaviour are adopted and remain the norm for all persons associated with DAA.

1.2 This document shall be known as the Dragons Abreast Australia Code of Conduct (The Code).

1.3 The Code governs the conduct of all persons with official positions within DAA, all persons associated with DAA sanctioned dragon boat racing events and those who may from time to time be a member DAA representative teams.

1.4 In the Code unless otherwise stated the words 'person' or 'persons' shall include but are not limited to

- a. a delegate to DAA who represents a member group of DAA;
- b. a person elected or appointed to or otherwise a member of DAA Board;
- c. a person who is an employee of DAA;
- d. a person who is elected or appointed to any commission, committee or other body established by DAA for the promotion of its objects;
- e. a person who holds DAA approved officials certification;
- f. a person who is a member of a dragon boat racing team competing at an DAA sanctioned event as an athlete, captain, coach, head coach, equipment manager, manager, assistant manager, doctor, assistant doctor, physiotherapist, sports scientist, masseur, media representative, sports psychologist or any other persons who is appointed to a team position.
- g. a person who is a member of a DAA Representative Team sanctioned by DAA either as an paddler, captain, coach, head coach, equipment manager, manager, assistant manager, doctor, assistant doctor, physiotherapist, sports scientist, masseur, media representative, sports psychologist, DAA Delegate, Team Official or any other persons who is appointed to position.

Attachment D1: General Code of Conduct

Attachment D2: Coach Code of Conduct

Attachment D3: Official/ Administrator (Volunteer) Code of Conduct

Attachment D4: Player/Athlete Code of Conduct

Attachment D5: Parent/Guardian Code of Conduct

Attachment D6: Spectator Code of Conduct

*[Note: following codes of conduct/behaviour have been adapted from the Australian Sports Commission Ethics in Sports.]*

## **Attachment D1: General Code of Conduct**

As a member of DAA, a member association or an affiliated club or a person required to comply with DAA's Member Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by DAA, a member association or an affiliated club and in any role you hold within DAA, a member association or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to, standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern the sport of dragon boat, the member associations and the affiliated clubs.
7. Do not use your involvement with Dragons Abreast, a member association or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of dragon boat a member association or an affiliated club.
8. 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.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring DAA, dragon boating, a member association or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

## **Attachment D2: Coach Code Of Conduct**

In addition to DAA's *General Code of Conduct*, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by DAA, a member association or an affiliated club and in your role as a coach appointed by DAA, a member association or an affiliated club:

4.1 In addition to the *Code of Conduct*, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AusDBF and in your role as a coach of AusDBF:

- a. Treat all paddlers with respect at all times. Be honest and consistent with them.
- b. Honour all promises and commitments, both verbal and written.
- c. Provide feedback to paddlers in a caring sensitive manner to their needs. Avoid overly negative feedback.
- d. Recognise paddlers' rights to consult with other coaches and advisers. Cooperate fully with other specialists (eg. sports scientists, doctors, physiotherapists etc).
- e. Treat all paddlers fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
- f. Encourage and facilitate paddlers' independence and responsibility for their own behaviour, performance, decisions and actions.
- g. Involve the paddlers in decisions that affect them.
- h. Determine, in consultation with paddlers and others, what information is confidential and respect that confidentiality.
- i. Encourage a climate of mutual support among all paddlers.
- j. Encourage paddlers to respect one another and to expect respect for their worth as individuals regardless of their level of play.

- k. At all times use appropriate training methods that in the long term will benefit the paddlers and avoid those which could be harmful.
- l. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the paddlers.
- m. Be acutely aware of the power that you as a coach / registered instructor and guide develop with your paddlers in the coaching relationship and avoid any sexual intimacy with paddlers that could develop as a result.
- n. Avoid situations with your paddlers that could be construed as compromising.
- o. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
- p. Respect the fact that your goal as a coach / registered instructor and guide for the paddler may not always be the same as that of the paddler. Aim for excellence based upon realistic goals and due consideration for the paddler's growth and development.
- q. Recognise individual differences in paddlers and always think of the paddler's long-term best interests.
- r. Set challenges for each paddler which are both achievable and motivating.
- s. At all times act as a role model that promotes the positive aspects of sport and of dragon boat racing by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of dragon boat racing and of coaching at all times.
- t. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your paddlers.
- u. Encourage paddlers and coaches to develop and maintain integrity in their relationship with others.
- v. Respect other coaches / registered instructors and guides and always act in a manner characterised by courtesy and good faith.

- w. When asked to coach a paddler, ensure that any previous coach-paddler relationship has been ended by the paddler-others in a professional manner.
- x. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
- y. Know and abide by DAA and AusDBF rules, regulations and standards, and encourage paddlers to do likewise. Accept both the letter and the spirit of the rules.
- z. Be honest and ensure that qualifications are not misrepresented.

### **Attachment D3: ADMINISTRATOR CODE OF CONDUCT**

In addition to DAA's *General Code of Behaviour*, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by DAA, a member association or an affiliated club and in your role as an official appointed by DAA, a member association or an affiliated club:

- a. Be fair, considerate and honest in all dealing with others.
- b. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
- c. Avoid any situation which may lead to a conflict of interest
- d. Resolve conflicts fairly and promptly through established procedures.
- e. Maintain strict impartiality.
- f. Maintain a safe environment for you and others.
- g. Be aware of your legal responsibilities.
- h. Be a positive role model for others.
- i. Be courteous, respectful and open to discussion and interaction.
- j. Value each individual.

## **5. PADDLER CODE OF CONDUCT**

5.1 In addition to the Code of Conduct, you must meet the following requirements in regard to your conduct during any regatta or activity held or sanctioned by AusDBF:

- a. Respect the rights, dignity and worth of fellow paddlers, coaches, registered instructors and guides, officials and spectators.
- b. Refrain from conduct which could be regarded as sexual or other harassment towards fellow paddlers and coaches / registered instructors and guides.
- c. Respect the talent, potential and development of fellow squad members and competitors.
- d. Care and respect the equipment provided to you as part of your program.
- e. Be frank and honest with your coach / registered instructor and guide concerning illness and injury and your ability to train fully within the program requirements.
- f. Conduct yourself in a professional manner relating to language, temper and punctuality.
- g. Maintain high personal behaviour standards at all times.
- h. Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
- i. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
  - j. Cooperate with coaches, registered instructors and guides and staff in development of programs to adequately prepare you for competition at the highest level.

## **6. OFFICIAL CODE OF CONDUCT**

6.1 In addition to General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AusDBF and in your role as an official appointed by AusDBF:

- a. Place the safety and welfare of the paddlers/participants above all else.
- b. Accept responsibility for all actions taken.
- c. Be impartial.
- d. Avoid any situation that may lead to a conflict of interest.

- e. Be courteous, respectful and open to discussion and interaction.
- f. Value the individual in sport.
- g. Encourage inclusivity and access to all areas of officiating.

## **7. JUNIOR CREW PARENT/GUARDIAN CODE OF CONDUCT**

7.1 In addition to the General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AusDBF and in your role as a parent/guardian of a paddler at any activity held or sanctioned by AusDBF:

- a. Treat your child the same irrespective of them winning or losing.
- b. Remember that your child participates in the sport of dragon boat racing for their enjoyment not yours.
- c. Try to have fun when you are around your children at competitions and regattas.
- d. Well-directed humour can be a great de-stressor.
- e. Look relaxed, calm and positive on the sidelines.
- f. Make friends with other parents at competitions.
- g. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
- h. Let the coach do the coaching.
- i. Understand that children will benefit from a break sometimes and that involvement in other sports is okay.
- j. Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer.
- k. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
- l. Let your child know that your love for them is not associated with their sporting performances.
- m. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
- n. Occasionally let your child compete without you being there and hovering over them.
- o. Emphasise the good things your child did in preparing for and during the competition/regatta.

p. Try to avoid:

- (1) Saying “we’re racing today”. Instead say “you’re racing today”. Give your child credit for accepting the responsibility of performing.
- (2) Getting too pushy or believe that you are indispensable. Let the coach do the coaching.
- (3) Living through your child’s performances.
- (4) Turning away when your child performs.

- (5) Turning away when your child's behaviour is unsportsmanlike.
- (6) Telling your child what he/she did wrong after a tough race.
- (7) Making enemies with your child's opponents or family during a competition/regatta.
- (8) Making your child feel guilty by reminding them about all the time, money and sacrifices you are making for his or her sport.
- (9) Thinking of your child's sporting performances as an investment for which you expect a return.
- (10) Badgering, harassing or use sarcasm to motivate your child.
- (11) Comparing your child's performances with those of other children.
- (12) Forcing your child to go to training. If they are sick of training find out why and discuss it with them.

## **8. AUSTRALIAN TEAM MEMBER CODE OF CONDUCT**

8.1 In addition to the Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by AusDBF or in your role as a representative paddler of AusDBF:

- a. A person is deemed to be a member of the Australian Team from the day of their selection or appointment to one day after the completion of the final competition.
- b. All persons who from time to time are representing Australia in a team under the auspices of AusDBF shall act in accordance with the conduct outlined hereunder
  - (1) be subject to the control, management and direction of the AusDBF Reps or Team Management or any other person appointed by either of them;
  - (2) observe and comply with all directions and orders given by the AusDBF Reps or Team management or any other person appointed by either of them
  - (3) be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
  - (4) cooperate with coaches, registered instructors and guides and staff in development of programs to adequately prepare you for competition at the highest level.
  - (5) conduct themselves in a proper manner so as not to bring themselves, AusDBF or the team generally into public disrespect or censure and to the absolute satisfaction of the AusDBF Reps and Team Management;
  - (6) not to make, comment, issue, authorise, offer or endorse any public criticism or statement having or designed to have an effect prejudicial to the best interests of AusDBF, dragon boat racing generally or the team;
  - (7) respect the law and customs at all times and in all places including in foreign countries;
  - (8) respect the facilities and equipment at all times.
  - (9) respect the culture and traditions of dragon boat racing
  - (10) treat all persons with respect, dignity and proper regard for their rights and obligations;

- (11) perform all duties and responsibilities as a representative of AusDBF in a mature, fair and professional manner,
- (12) demonstrate and ensure a positive commitment to AusDBF 's programs, policies and sponsors;
- (13) not disclose to any unauthorised person or organisation information which is of a confidential or privileged nature;
- (14) not misuse funds or property of AusDBF;
- (15) not use information obtained in the course of employment or appointment or selection or otherwise on official duties in a nominated role to gain directly or indirectly a financial advantage for themselves or for any other person;
- (16) not promote, pass on, exchange or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated or derisive type;
- (17) not to harass, ridicule or embarrass a fellow appointee or representative of AusDBF in such a way as would constitute an offence under Australian Federal or State legislation governing human rights and sex discrimination in force and effect from time to time;
- (18) not participate in nor promote any demonstration or propaganda of any kind or form including but not limited to political, religious or racial whilst in AusDBF uniform;
- (19) not defame or injure any person
- (20) not use, attempt to use, have in his or her possession, attempt to have in his or her possession, traffic or attempt to traffic any illegal drug or substance;
- (21) not to use or consume alcohol to excess nor to encourage other persons to use or consume alcohol to excess
- (22) to ensure that all directions given by AusDBF and/or its authorised representatives regarding the wearing of appropriate attire whilst representing AusDBF are adhered to;
- (23) not to take liberties with the privacy of other persons;
- (24) to ensure that all persons avoid unaccompanied and unobserved activities with persons under the age of 18
- (25) to act at all times in a manner beyond reproach and in such a way as to ensure good relations within and between teams;
- (26) to preclude people not associated with the team from fraternising with the team members during competitions without the authority of AusDBF Reps or Team Management.

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#### ***Attachment D4: Members/Individuals Code of Behaviour***

In addition to *DAA's* General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by *DAA*, a member association or an affiliated club and in your role as a member/participant in any activity held by or under the auspices of *DAA*, a member association or an affiliated club:

1. Respect the rights, dignity and worth of fellow members, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow members and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach (excluding recognised partnerships)
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

***Attachment D5: Parent/Guardian Code of Behaviour***

As a parent/guardian of a player/participant in any activity held by or under the auspices of DAA a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skilful plays by all members (including opposing members).
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.
8. Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

***Attachment D6: Spectator Code of Behaviour***

As a spectator in any activity held by or under the auspices of DAA, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or members.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass members, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

## **PART E: REPORTING DOCUMENTS/FORMS**

To assist in consistency and accuracy in following procedure and reporting on the issues covered by DAA's Member Protection Policy, the following forms are to be used:

- Form E1 Confidential Record of informal complaint - to be used by MPIOs or others who receive a complaint or allegation
- Form E2 Confidential Record of Formal Complaint - to be used when a formal complaint is received by DAA(E)]
- Form E3 Confidential Record of Child Abuse Allegation - to be used by MPIOs or others who receive complaints/allegations of child abuse
- Form E4 Record of Mediation - to be used by those who conduct a mediation
- Form E5 Record of Tribunal Decision

### **General principles to be followed when completing a report of a complaint:**

- Treat all complaints seriously.
- Deal with complaints promptly, sensitively and confidentially.
- Maintain a calm attitude.
- Ask the complainant if they will consent to you taking notes.
- Write the description of the complaint /problem using the complainants own words (as much as is possible).
- Find out the nature of the relationship between the complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history.
- Take a note of the facts and do not pre-judge the situation.
- Ask the complainant whether they fear victimisation or other consequences.
- Find out what outcome the complainant wants and if they need any support.
- Ask the complainant how they want to the complaint to be dealt with under the policy.
- Keep the complaint confidential and do not disclose it to another person without the complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint.



|   |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
|---|---|--|---|--|--|------------------------------------|--|-------------------------------|-----------------------------------|-----------------------------------|---------------------------------------|------------------------------------|---|-------------------------------------|--|--------------------------------------|--|--------------------------------------|--|
| <p>Nature of complaint<br/>(category/basis/grounds)</p> <p>Can tick more than one<br/>box</p>                                   | <table border="0"> <tr> <td><input type="checkbox"/> Harassment or</td> <td><input type="checkbox"/> Discrimination</td> </tr> <tr> <td><input type="checkbox"/> Sexual/sexist</td> <td><input type="checkbox"/> Selection dispute</td> </tr> <tr> <td><input type="checkbox"/> Sexuality</td> <td><input type="checkbox"/> Personality clash</td> </tr> <tr> <td><input type="checkbox"/> Race</td> <td><input type="checkbox"/> Bullying</td> </tr> <tr> <td><input type="checkbox"/> Religion</td> <td><input type="checkbox"/> Verbal abuse</td> </tr> <tr> <td><input type="checkbox"/> Pregnancy</td> <td><input type="checkbox"/> Physical abuse</td> </tr> <tr> <td><input type="checkbox"/> Disability</td> <td><input type="checkbox"/> Victimisation</td> </tr> <tr> <td><input type="checkbox"/> Child Abuse</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other .....</td> <td></td> </tr> </table> | <input type="checkbox"/> Harassment or | <input type="checkbox"/> Discrimination | <input type="checkbox"/> Sexual/sexist | <input type="checkbox"/> Selection dispute | <input type="checkbox"/> Sexuality | <input type="checkbox"/> Personality clash | <input type="checkbox"/> Race | <input type="checkbox"/> Bullying | <input type="checkbox"/> Religion | <input type="checkbox"/> Verbal abuse | <input type="checkbox"/> Pregnancy | <input type="checkbox"/> Physical abuse | <input type="checkbox"/> Disability | <input type="checkbox"/> Victimisation | <input type="checkbox"/> Child Abuse |  | <input type="checkbox"/> Other ..... |  |
| <input type="checkbox"/> Harassment or  | <input type="checkbox"/> Discrimination   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Sexual/sexist  | <input type="checkbox"/> Selection dispute  |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Sexuality  | <input type="checkbox"/> Personality clash  |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Race   | <input type="checkbox"/> Bullying   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Religion   | <input type="checkbox"/> Verbal abuse   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Pregnancy  | <input type="checkbox"/> Physical abuse   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Disability   | <input type="checkbox"/> Victimisation  |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Child Abuse  |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <input type="checkbox"/> Other .....  |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <p>Feelings expressed by<br/>complainant</p> <p>(completing this may help to<br/>separate emotional content<br/>from facts)</p> |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <p>What they want to<br/>happen to fix issue</p>  |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <p>What information I<br/>provided</p>  |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |
| <p>What they are going to<br/>do now</p>  |   |  |   |  |  |                                    |  |                               |                                   |                                   |                                       |                                    |   |                                     |  |                                      |  |                                      |  |

This record and any notes must be kept in a confidential place - do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to DAA(E)



|   |   |
|---|---|
| <p>Nature of complaint<br/>(basis/grounds/category)</p> <p>Can tick more than one<br/>box</p> | <p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection disupte</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Child Abuse</p> <p><input type="checkbox"/> Other .....</p> |
| <p>Methods (if any) of<br/>attempted informal<br/>resolution</p>                              |   |
| <p>Support person (if any)</p>  |   |
| <p>Formal resolution<br/>procedures followed<br/>(outline)</p>                                |   |
| <p>If investigated: Finding -</p>   |   |
| <p>If went to hearing<br/>tribunal:</p> <p>Decision -</p> <p>Action recommended -</p>         |   |

|   |   |
|---|---|
| <p>If mediated:</p> <p>Date of mediation -</p> <p>Were both parties present -</p> <p>Terms of Agreement -</p> <p>Any other action taken -</p> |   |
| <p>If went to appeals tribunal:</p> <p>Decision</p> <p>Action recommended</p>   |   |
| <p>Resolution</p>   | <p><input type="checkbox"/> Less than 3 months to resolve</p> <p><input type="checkbox"/> Between 3 - 8 months to resolve</p> <p><input type="checkbox"/> More than 8 months to resolve</p> |
| <p>Completed by</p>   | <p>Name:</p> <p>Position in DAA:</p> <p>Signature: / /</p>  |
| <p>Signed by:</p>   | <p>Complainant:</p> <p>Respondent:</p>  |

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



|   |  |
|---|--|
| Police contacted                              | Who:<br>When:<br>Advice provided:          |
| Government agency contacted                   | Who:<br>When:<br>Advice provided:          |
| DAA(E) contacted                              | Who:<br>When:                              |
| Police and/or government agency investigation | Finding:                                   |
| Internal investigation (if any)               | Finding:                                   |
| Action taken                                  |  |
| Completed by                                  | Name:<br>Position in DAA<br>Signature: / / |
| Signed by                                     | Complainant (if not a child)               |

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

**Form E4: Record Of Mediation**

|  |  |
|--|--|
| Present at Mediation                       |  |
| Date of mediation                          |  |
| Venue of mediation                         |  |
| Mediator                                   |  |
| Summary of mediation<br>(minutes attached) |  |
| Outcome of mediation                       |  |
| Follow-up to occur (if required)           |  |

|   |  |
|---|--|
| Completed by:<br>(signature)  |  |
| Signed by:<br>Complainant (signature)<br><br>Respondent (signature) |  |

Original is to be kept by Mediator, copy to be sent to DAA(E) and complainant to retain a copy.

**Form E5: Record Of Tribunal Decision**

|                                 |  |   |
|---------------------------------|--|---|
| Complainant's Name              |  | Date Formal Complaint Received:<br>/ /  |
| Role/status in DAA              | <input type="checkbox"/> Administrator (volunteer)<br><input type="checkbox"/> Athlete/player<br><input type="checkbox"/> Coach/Assistant Coach<br><input type="checkbox"/> Employee (paid)<br><input type="checkbox"/> Official | <input type="checkbox"/> Parent<br><input type="checkbox"/> Spectator<br><input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Other                   |
| Name of person complained about |  |   |
| Role/status in DAA              | <input type="checkbox"/> Administrator (volunteer)<br><input type="checkbox"/> Athlete/player<br><input type="checkbox"/> Coach/Assistant Coach<br><input type="checkbox"/> Employee (paid)<br><input type="checkbox"/> Official | <input type="checkbox"/> Parent<br><input type="checkbox"/> Spectator<br><input type="checkbox"/> Support Personnel<br><input type="checkbox"/> Other<br>.....<br>..... |
| Location/event of alleged issue |  |   |
| Description of alleged issue    |  |   |

|   |  |
|---|--|
| <p>Nature of complaint<br/>(basis/grounds/category)</p>     | <p><input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection disupte</p> <p><input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash</p> <p><input type="checkbox"/> Race <input type="checkbox"/> Bullying</p> <p><input type="checkbox"/> Religion <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Pregnancy <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Disability <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Child Abuse</p> <p>Other .....</p> |
| <p>Methods (if any) of attempted informal resolution</p>    |  |
| <p>Support person (if any)</p>                              |  |
| <p>Tribunal Members</p>                                     |  |
| <p>Tribunal Hearing Date and venue</p>                      |  |
| <p>Tribunal Decision<br/>(attach report)</p>                |  |
| <p>Action recommended and any follow up report required</p> |  |
| <p>Decision Appealed<br/>Date of Appeal lodged</p>          |  |
| <p>Appeal Hearing Date</p>                                  |  |
| <p>Appeal Decision<br/>(attach report)</p>                  |  |
| <p>Action Recommended</p>                                   |  |

|              |  |
|--------------|--|
| Completed by | Name:<br>Position in DAA<br>Signature: / / |
| Signed by:   | Complainant<br><br>Respondent              |