



SOUTHERN STORM PADDLE CLUB INC

MEMBER PROTECTION POLICY

VERSION 0.2

May -2012



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MEMBER PROTECTION POLICY

1. Purpose of Our Policy

- a. The main objective of our Member Protection Policy (policy) is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our club's activities.

2. Who Our Policy Applies To

- a. Our policy applies to all financial members of the Club

3. Extent of Our Policy

- a. Our policy covers unfair decisions (e.g. team selection), breaches of our code of behaviour and inappropriate behaviour that occurs at training, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips and any behaviour that brings or is likely to bring our club or sport into disrepute. It also covers behaviour where there is suspicion of harm towards a child or young person.

4. Club Responsibilities

- a. We will:
 - i. make any necessary amendments to our Constitution, rules or other policies to enable this policy to be enforceable;
 - ii. implement and comply with our policy;
 - iii. promote our policy to everyone involved in our club;
 - iv. promote and model appropriate standards of behaviour at all times;
 - v. respond to breaches or complaints made under our policy promptly, fairly, and confidentially;
 - vi. review this policy every 12-18 months; and
 - vii. seek advice from, and if necessary or appropriate, refer serious issues to the Victorian DB State Association or AUSDBF.
- b. Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them (e.g. conflict of interest).

5. Individual Responsibilities

- a. Everyone associated with our club must:
 - i. comply with the standards of behaviour outlined in our policy;
 - ii. treat others with respect;
 - iii. always place the safety and welfare of children above other considerations;
 - iv. be responsible and accountable for their behaviour;
 - v. follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

6. Anti-harassment, Discrimination and Bullying

- a. Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular



characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

- b. Our club takes all claims of harassment, discrimination, bullying including cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

7. Inclusive practices

- a. Our club is welcoming and we will seek to include members from all areas of our community.
- b. People with a disability: Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations within our control (e.g. modifications to equipment and rules) to enable participation.
- c. People from diverse cultures: We will support and respect people from diverse cultures and religions to participate in our club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).
- d. Sexual & Gender Identity: All people, regardless of their sexuality, are welcome at our club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.
- e. Pregnancy: Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

8. members under the age of 18

- a. As we are a competitive racing club, all members must be twelve (12) years of age or older per AUSDBF Competition Regulations and Rules of Racing.
- b. All members under the age of eighteen (18) must at all times be under the supervision of a parent or guardian up to the time of the official start of a training session and immediately after the conclusion of a training session.
- c. All members under the age of eighteen (18) must at all times be under the supervision of a parent or guardian when attending local regattas, or any regattas or training camps conducted interstate or overseas.

9. Responding to Complaints

- a. Complaints: Our club takes all complaints about on and off-water behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:
 - i. all complaints will be considered by the Executive Committee and be taken seriously;
 - ii. both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
 - iii. irrelevant matters will not be taken into account;
 - iv. decisions will be unbiased and fair; and
 - v. any penalties imposed will be fair and reasonable.
- b. If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will report the behaviour to the police and/or relevant government authority and our national governing body.
- c. Complaint Handling Process: When a complaint is received by our club, the Committee person receiving the complaint will:
 - i. listen carefully and ask questions to understand the nature and extent of the problem;



- ii. ask what the complainant would like to happen;
 - iii. explain the different options available to help resolve the problem;
 - iv. take notes; and
 - v. assuming the complaint does not include criminal activity, maintain confidentiality but not necessarily anonymity.
 - vi. In the event the complaint does include allegations of criminal behaviour the committee person receiving the complaint will act accordingly.
- d. Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:
 - i. supporting the complainant to talk to the respondent;
 - ii. bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
 - iii. gathering more information (e.g. from other people that may have been a witness to the incident);
 - iv. seeking advice from the our peak sports body or from an external agency (e.g. State Department of Sport or Anti-discrimination Agency);
 - v. referring the complaint to our peak sports body or association; and/or
 - vi. referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.
- e. In situations where a complaint is referred to our peak sports body and an inquiry is conducted, the club will:
 - i. co-operate fully;
 - ii. ensure the complainant and respondent are not victimised;
 - iii. where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
 - iv. act on our peak sports body recommendations.
- f. At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

10. Disciplinary Measures

- a. Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:
 - i. be applied consistent with any contractual and employment rules and requirements;
 - ii. be fair and reasonable;
 - iii. be based on the evidence and information presented and the seriousness of the breach;
 - iv. be determined by our Constitution, By Laws and the rules of the sport.
 - v. Possible measures that may be taken include:
 - vi. requirement of verbal and/or written apology;
 - vii. counselling to address behaviour;
 - viii. withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the club;
 - ix. suspension or termination of membership, participation or engagement in a role or activity;
 - x. de-registration of accreditation for a period of time or permanently;
 - xi. a fine; or
 - xii. any other form of discipline that the club considers reasonable and appropriate.

11. Appeals

- a. The complainant or respondent can lodge one appeal against decisions of disciplinary measures imposed by the club to the peak sports body. Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/the club.



Attachment 1: CODES OF BEHAVIOUR

- a. All Members are required to meet the following requirements with respect to conduct during any activity held or sanctioned by the club and in any role held within the club:
 - i. Respect the rights, dignity and worth of others.
 - ii. Be fair, considerate and honest in all dealing with others.
 - iii. Be professional in, and accept responsibility for, your actions.
 - iv. Operate within the rules of the sport including national and international guidelines
 - v. Refrain from any behaviour that may bring the club into disrepute.
 - vi. Provide a safe environment for the conduct of the sport
 - vii. Respect the law and customs at all times and in all places including foreign countries
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Attachment 2: SCREENING REQUIREMENTS

- a. This attachment sets out the screening process for people in our club who coach or supervise members under the age of 18 years.
- b. The Club will:
 - i. Identify positions that involve coaching or supervision of people under the age of 18 years.
 - ii. Obtain a completed Member Protection Declaration (MPD) (Attachment 2.2) from all people who are identified in the above step and keep it in a secure place.
 - iii. As a minimum requirement, members undertaking the following roles will all be required to complete a MPD
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Registrar
 6. Coach
 7. Captain
 8. All Provisional and Accredited Sweeps
 - iv. Provide an opportunity for a person to give an explanation if a MPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the MPD. We will then make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years. If unsatisfied we will not appoint them to the role/position.
 - v. Where possible, check a person's referees (verbal or written) about his/her suitability for the role.
 - vi. Possibly request the people identified in step 1 to sign a consent form for a national police check.
 - vii. Possibly request (or ask the person to request) a national 'Part Exclusion' police check from our relevant police jurisdiction. This check excludes irrelevant records. If the police check indicates a relevant offence, we will provide an opportunity for the person to give an explanation, and then we will 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 we will not appoint them to the role/position.
 - viii. Make an assessment as to whether the person may be unsuitable to work with people under the age of 18 years if the person does not agree to a national police check after explaining why it is a possible requirement under our policy. If unsatisfied, we will not appoint them.
 - ix. Decide whether to offer the person the position taking into account the result of the police check and any other information the club has available to it. Where it is not practical to complete the police check prior to the person commencing in the position, we will complete the check as soon as possible, and if necessary, act immediately on the outcome.
 - x. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
 - xi. Return information collected during screening (such as a completed MPD form, police records and referee reports) to the relevant person if that person is not appointed to the position, or otherwise be destroyed within 28 days of the date of the decision or the expiry of any appeal period, unless within that time the person requests that the documents be returned to them. For appointed persons, information will be kept on file in a secure location.



Attachment 3: MEMBER PROTECTION DECLARATION

Our club has a duty of care to all those associated with our club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake coaching or regular supervision of 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 sexual offences, or offences related to children, acts of violence or drugs.
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, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the State of Victoria

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

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

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

Name:.....

Signature:.....

Date:



Attachment 4: DUTY STATEMENTS

SOUTHERN STORM PADDLE CLUB - PRESIDENT

BRIEF DESCRIPTION

- Chair Committee meetings
- Make all reasonable attempts to require understanding of governing documents, rules, legislation.
- Represent club in professional manner as and when required.
- Behave in a manner that supports the club ethos.
- Actively support and promote all objectives as outlined in the constitution.
- Provide lead role in development of the strategic plan.
- Liaise with members in regards to the club objectives and strategies to ensure communication of club goals.
- Attend State Association meetings or ensure at least two representatives have agreed to attend as per committee determination.
- Act as a signatory for clubs bank account(s)
- Communication with bodies outside the club

RESPONSIBLE TO

- Responsible to Members, Executive Committee and Coach

TIME REQUIREMENTS

- One season
- Committee meeting attendance as required to meet requirements of Constitution at a minimum
- Mentor role for successor as required
- Attendance at a minimum of two training sessions per week especially at the start of the season for introductions, support and information dissemination
- Attendance at meetings as required with Coach to progress strategic plan

KEY TASKS AND RESPONSIBILITIES

- Contact point for members
- Act as a facilitator for member/group activities
- Member representative at committee meetings
- Club/member spokesperson at social and regatta occasions
- Attend any disciplinary hearings with club member/s if required
- Introduction of new members to key club personnel
- Enforce club code of conduct with member group
- Work in conjunction with the Coach to achieve the Club Mission Statement
- Sit on at least one sub-committee

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Presentational skills beneficial
- Conflict/resolution skills essential
- Leadership skills beneficial
- Knowledge of club policies and procedures
- Complete club exit and appraisal forms
- Act as mentor for successor

SOUTHERN STORM PADDLE CLUB – VICE PRESIDENT



BRIEF DESCRIPTION

- Support the President and Committee in relevant aspects of club administration and management.
- Participates and assists with committee meetings as required, acting as Chair in the absence of the President.
- As an elected committee member, provide efficient administrative, financial, social and on water activity support.
- The Vice President is elected by the club members for a period of 12 months.

RESPONSIBLE TO

- Southern Storm Paddle Club Executive Committee, sub-committees, Coach and club members.

TIME REQUIREMENTS

- Attendance at Committee Meetings as required by the Constitution.
- Provide mentorship for successor as required.
- Provision of written reports to the committee as required.
- Participate in club activities including training, competition and social events.

KEY TASKS AND RESPONSIBILITIES

- Attend committee meetings; act as Chair in the absence of the President.
- In the absence of the president, provide input into the agenda and assist the Secretary with development prior to distribution.
- Tender apologies for any inability to attend Committee meetings within a reasonable timeframe prior to the meeting date.
- Be liaison between sub-committees and Committee
- Sit on at least one sub-committee
- Have reasonable knowledge of governing documents, rules and legislation which may be required in the absence of the President.
- Assist the President in issues requiring mediation as required.
- Actively support and promote all objectives as outlined in the constitution.
- Assist in the development of the Strategic Plan.
- Liaise with members with regard to club objectives and strategies to ensure communication of club goals.
- Attend Victorian State Association meetings or ensure at least two representatives have agreed to attend as per committee determination.
- Act as signatory for club bank account as required.
- Communicate with external bodies in the absence of the president.
- Represent the club in a professional manner as required.

REQUIREMENTS OF THE POSITION

- Written and verbal communication skills essential
- Presentational skills beneficial
- Conflict/resolution skills beneficial
- Leadership skills beneficial
- Knowledge of club policies and procedures



SOUTHERN STORM PADDLE CLUB - SECRETARY

BRIEF DESCRIPTION

- The Secretary operates as the primary coordinator of internal and external communications and records with the club.
- As an elected position the Secretary supports all committee members in alignment with the achievement of the club's Mission Statement.
- The Secretary records and stores club assets where appropriate.
- The Secretary ensures the club complies to relevant policies as set by Victorian State Association, AUSDBF and IDBF where necessary.
- The Secretary is elected for a period of 12 months by the members.

RESPONSIBLE TO

- Responsible to Members and Executive Committee

TIME REQUIREMENTS

- One season
- Committee meeting attendance as required to meet requirements of Constitution at a minimum
- Mentor role for successor as required
- Attendance at meetings as required

KEY TASKS AND RESPONSIBILITIES

- Organise meetings and distribute notices informing members of the time, place and venue.
- In conjunction with the Chair prepare and in a timely manner distribute the agenda – no later than one week prior to any scheduled general meeting.
- Distributes committee member reports, action items, updated planning calendar and draft minutes prior to meetings.
- Record minutes of meetings for committee approval at the following meeting (or out of session), including records of motions, the mover/seconder of motions and action items.
- Assist the Chair during meetings.
- Attend to any correspondence internally or externally to the Victorian State Association or other association/organisation.
- Communicate newsletters, updates and relevant information to Club members.
- Maintain records of all the activities of the Club.
- Keep an updated register of Club assets.
- Caretaker for Club trophies.
- Participation on some sub-committees.
- Be a signatory for the Club bank account(s).
- Fulfill legal obligations under the Associations Incorporation Act 1981 (Vic) as amended and other laws.

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Organisational & coordination skills essential
- Knowledge of club policies and procedures
- Act as mentor for successor



SOUTHERN STORM PADDLE CLUB - TREASURER

BRIEF DESCRIPTION

- The Treasurer is elected by the Members or as otherwise allowed for in the Constitution.
- The Treasurer supports all Committee Members to achieve the Club's Mission Statement.
- The Treasurer is responsible for receiving monies, banking, and maintaining financial records for the Club.

RESPONSIBLE TO

- The Committee and Members of the Club.

TIME REQUIREMENTS

- Tenure is from the date of election until the next Annual General Meeting.
- Required to attend Committee meetings (at a minimum, to satisfy requirements of the Constitution).
- Attendance at any other meetings as reasonably required.
- Mentor role for successor as required.

KEY TASKS AND RESPONSIBILITIES

- Ensure that adequate accounts and records exist regarding the Club's financial transactions including accurate and up-to-date records of all income and expenditure.
- Assist in the preparation of a budget and monitor it carefully.
- Collect all Club, Victorian State Association and any other membership fees/
- Issue receipts and promptly deposit all monies received in the Club's bank account.
- Make all approved payments and invoice groups/members promptly.
- Only withdraw funds from the Club bank account(s) when approved by the Committee at a meeting or in writing with general consensus.
- Act as a signatory to the organisation's bank accounts, cheque accounts, investments and loan facilities.
- Manage the Club's cash flow and be accountable for the Club's petty cash.
- Prepare and present regular financial statements to the Committee at meetings.
- Negotiate with banks for overdraft facilities, mortgages and other loan facilities where required by the Committee.
- Regularly file business activity statements (including GST) with the relevant authorities, where applicable.
- Prepare financial accounts for an annual audit, and provide the auditor with information as required.
- Prepare an annual financial report.
- At each Annual General Meeting present an audited and signed complete set of financial statements.
- Arrange access to all financial information to Members of the Club on request within a reasonable period.
- Fulfil legal obligations under the *Associations Incorporation Act 1981 (Vic)* as amended and any other relevant laws.

REQUIREMENTS OF THE POSITION

- Organisational and financial skills, including the ability to prepare and maintain regular, accurate financial records, is essential.
- Willingness to learn new skills if necessary in order to meet the Club's financial requirements.
- Knowledge of Club policies and procedures.



SOUTHERN STORM PADDLE CLUB - REGISTRAR

BRIEF DESCRIPTION

- The Registrar is elected by the Members or as otherwise allowed for in the Constitution.
- The Registrar supports all Committee Members to achieve the Club's Mission Statement.
- The Registrar records all relevant details of all Members, such as contact details, type of membership, photographs, any fees outstanding, etc.
- The Registrar works closely with the Secretary ensuring club documentation is kept up to date and information flows are efficient.

RESPONSIBLE TO

- The Committee and Members of the Club.

TIME REQUIREMENTS

- Tenure is from the date of election until the next Annual General Meeting.
- Required to attend Committee meetings (at a minimum, to satisfy requirements of the Constitution).
- Attendance at any other meetings as reasonably required.
- Mentor role for successor as required.
- Some personal time required at beginning season and prior to Nationals to load members onto Victorian State Association website.

KEY TASKS AND RESPONSIBILITIES

- Keep accurate records of Members in the Victorian State Association database. In particular, ensure that all Members as at 31 December are on this database as at that date.
- Maintain records of all Member's membership numbers and logins/passwords for the Victorian State Association membership system
- Liaise with the Victorian State Association with regard to the provision of identity tags for Members.
- Act as the primary point of contact for all potential member enquiries.
- Answer, or arrange to be answered, all electronic queries received via the Club's website.
- Responsible for meeting new paddlers and introductions to the members at training sessions
- In conjunction with Treasurer keep up to date list of paid membership
- Liaise with all potential and new Members, including regular follow-up of any potential or new Members who have not been attending training.
- Fulfil legal obligations under the *Associations Incorporation Act 1981 (Vic)* as amended and any other relevant laws.

REQUIREMENTS OF THE POSITION

- Communication skills essential.
- Organisational and coordination skills essential.
- Planning and accurate record keeping essential.
- Knowledge of Club policies and procedures.
- Knowledge of Excel.



SOUTHERN STORM PADDLE CLUB - CAPTAIN

BRIEF DESCRIPTION

- Facilitate effective representation on the Committee for the members
- Operate as the in-session (land or water) leader of the Club in conjunction with the Coach
- As an elected position the Club Captain takes responsibility for leading, directing, communicating, addressing and actioning member needs in alignment with the achievement of the clubs Mission Statement.
- The Club Captain is elected for a period of 12 months by the members

RESPONSIBLE TO

- Responsible to Members, Executive Committee and Coach

TIME REQUIREMENTS

- One season
- Committee meeting attendance as required to meet requirements of Constitution at a minimum
- Mentor role for successor as required
- Attendance at a minimum of two training sessions per week especially at the start of the season for introductions, support and information dissemination
- Attendance at meetings as required with Coach to progress training/racing program.

KEY TASKS AND RESPONSIBILITIES

- Contact point for members
- Act as a facilitator for member/group activities
- Member representative at committee meetings
- Club/member spokesperson at social and regatta occasions
- Attend any disciplinary hearings with club member/s if required
- Introduction of new members to key club personnel
- Enforce club code of conduct with member group
- Work in conjunction with the Coach to select race configurations
- Work in conjunction with the Coach to achieve the Club Mission Statement
- Work in conjunction with the Coach to monitor progress of paddler fitness and paddler development
- Work in conjunction with event coordinators
- Work in conjunction with the Coach to progress the on-going development of the SOUTHERN STORM On-water Ops Manual, incorporating routine roles and responsibilities, training development and race strategy development
- Responsible for commencement and completion of training sessions, boat prep co-ordination etc
- In the case of absence from a training session, Captains role will transfer to Coach and another paddler will be appointed to assist the Coach in the Captains absence

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Presentational skills beneficial
- Conflict/resolution skills beneficial
- Leadership skills beneficial
- Knowledge of club policies and procedures
- Progression towards full sweep accreditation
- Complete club exit and appraisal forms
- Act as mentor for successor



SOUTHERN STORM PADDLE CLUB - COACH

BRIEF DESCRIPTION

- Organise and run training sessions in accordance with the club's mission statement whilst promoting the Club's core values of fun, fitness and friendship.
- Encourage team work.
- Encourage desire and hunger by displaying a positive attitude and promoting a positive culture among the paddlers.

RESPONSIBLE TO

- Responsible to Members and Executive Committee.

TIME REQUIREMENTS

- One season
- Time at the start of the season to prepare a detailed training programme for the year
- Attendance at all training sessions. If unavailable the Coach must appoint and brief a deputy to run the session.

KEY TASKS AND RESPONSIBILITIES

- Develop a full year training programme before the start of the season.
- Fostering positive attitudes and teamwork.
- Be fair and treat every paddler the same way
- Building and developing a new paddlers.
- Overseeing and guiding coaching strategies.
- Understanding of the ethos of the club and that of dragon boat racing.
- Focus on as participation and growth of the club

REQUIREMENTS OF THE POSITION

- Communication skills essential
- Must have or be working towards AusDBF Coaching Accreditation.
- Leadership skills beneficial
- Knowledge of club policies and procedures
- Progression towards full sweep accreditation
- Act as mentor for assistant coaches



Attachment 5: REPORTING FORMS

RECORD OF COMPLAINT

Name of person receiving complaint		Date: / /
Complainant's Name	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Person complained about role/status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other <input type="checkbox"/> Official	
Location/event of alleged issue		
Description of alleged issue		



<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<div> <input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination </div> <div> <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> </div> <p>Coaching methods</p> <div> <input checked="" type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> </div> <p>Verbal abuse</p> <div> <input checked="" type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> </div> <p>Physical abuse</p> <div> <input checked="" type="checkbox"/> Religion <input type="checkbox"/> Disability <input type="checkbox"/> </div> <p>Victimisation</p> <div> <input checked="" type="checkbox"/> Pregnancy <input type="checkbox"/> Child Abuse <input type="checkbox"/> </div> <p>Unfair decision</p> <div> <input checked="" type="checkbox"/> Other </div> <p>.....</p>	
<p>What does the complainant want to happen to fix issue</p>		
<p>Information provided to the complainant</p>		
<p>Resolution and/or action taken</p>		
<p>Follow-up action</p>		

Attachment 6: Document Revision History

[illegible]