

CLUB MEMBER PROTECTION POLICY CONTENTS PAGE

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PART A

Member Protection Policy

1. RATIONALE AND PURPOSE

1.1 The Member Protection Policy aims to ensure Club core values, good reputation and positive behaviours and attitudes are maintained.

1.2 The Club is committed to providing a sport and work environment free of discrimination and harassment (sexual or otherwise), where individuals are treated with respect and dignity, and where children are protected from abuse.

1.3 The Club will not tolerate behaviour which constitutes abuse, discrimination or harassment under any circumstances and will take disciplinary action against anyone who breaches the Member Protection Policy.

1.4 The Member Protection Policy aims to provide the best possible environment in which its members, service providers and employees including volunteers, can excel and discharge their responsibilities to ensure the peak performance of all teams, competitions and Club programs.

2. POLICY APPLICATION

2.1 This Policy applies to:

2.1.1 All Club participants in the game of Rugby, including a player (amateur or non-contract player), match official, employee or volunteer.

2.1.2 Behaviour occurring both within and outside the field of play and applies particularly where the behaviour negatively affects participants and relationships within the sport.

2.1.3 A person even after they have stopped their association or employment with the Club if disciplinary action, relating to an allegation of child abuse against that person, has commenced.

3. POLICY COVERAGE

3.1 This Club is under an obligation to ensure that each of its members comply with Australian Rugby Union [ARU] and Rugby WA policy; in particular policy and procedures for Child Protection, Harassment, Pregnancy and Discrimination. [Appendix 13](#)

3.1.1 ARU Member Protection policies are available at www.rugby.com.au/communityrugby and accessible to all Club members on request from the Club Secretary.

- Discrimination, harassment and child abuse are unlawful under federal, state and territory law. People engaging in such conduct can have legal action taken against them under these laws. In some cases, legal action can also be taken against the Club for which they work or represent. For this reason, the Club has a legal responsibility to ensure that discrimination, harassment or child abuse does not occur in the course of any of the Club's activities.
- The law is always the minimum standard for behaviour. Any criminal offence should be reported to the appropriate authorities irrespective of the relevant action taken by the Club.

3.1 CHILD PROTECTION

3.1.1 Children have a fundamental legal and moral right to be safe from any form of abuse while involved in sport or associated activities.

3.1.2 The Club is committed to ensuring the safety, welfare and wellbeing of children is maintained at all times during their participation in activities run by members and service providers.

3.1.3 The Club aims to promote a safe environment to children and to assist members and service providers to recognise report and prevent child abuse. ([Appendix 1](#))

3.1.4 Any person involved in the instruction, leadership, management and/or coaching of any member(s) under the age of 18 years may be asked to undergo (police) screening procedures. ([Appendix 2 & 3](#))

3.1.5 The Club will deal with allegations involving abuse, suspected abuse of children promptly, sensitively and in accordance with this policy. ([Part C](#))

3.1.6 This policy defines a child as 17 years of age and younger.

3.2 DISCRIMINATION

3.2.1 The Club aims to provide a sport environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

3.2.2 It is unlawful to directly or indirectly treat anyone unfairly on the basis of various attributes or personal characteristics (such as race, sex, age, marital status, sexuality, parental status, pregnancy, religion, disability, political belief and/or industrial activity).

3.2.4 If any person feels they are being harassed or discriminated against by another person bound by this policy, the complainant is to contact the Club designated person who has been appointed to address harassment and abuse issues.

3.3 HARASSEMENT

3.3.1 Harassment can take many forms but can generally be defined as unwelcome verbal or written comments, conduct, or gestures directed toward an individual or group of individuals that the harasser knows, or should reasonably be expected to know, is insulting, intimidating, humiliating, malicious, degrading or offensive (whether sexual or otherwise).

3.4 PREGNANCY

3.4.1 The Club aims to provide an inclusive environment, which supports unlawful discrimination against a female based on pregnancy subject to specific exemptions.

3.5 SEXUAL RELATIONSHIPS

3.5.1 The Club takes the position that sexual relationships between coaches and the adult athletes they coach should be avoided.

3.5.2 The Club takes the view that such relationships while not necessarily constituting unlawful harassment can have harmful effects on the individual athlete involved, on other athletes and coaches, and on the sport's public image.

3.5.3 Should a sexual relationship develop between an athlete and coach; the Club will investigate whether any action against the coach is necessary. Factors that may be relevant to consider are:

a) The age and maturity of the athlete relative to the coach;

- b) The financial or emotional dependence of the athlete on the coach; and
- c) The likelihood of the relationship having any adverse impact on the athlete and/or other athletes.

3.5.4 If it is determined that the sexual relationship is inappropriate, action may be taken to stop the coaching relationship with the athlete. Action may include transfer, a request for resignation or dismissal from coaching duties.

3.5.5 In the event that an athlete attempts to initiate an intimate sexual relationship, the coach must take personal responsibility for discouraging such approaches, explaining the ethical basis for such action. The coach may wish to approach the Club designated person who has been appointed to address harassment and abuse issues.

3.6 ZERO TOLERANCE ON VIOLENCE

3.6.1 The Club recognises a culture where violence and anti-social behaviour is not acceptable can play an important role in ensuring a safe, fun and positive experience for all participants.

3.6.2 The Club proposes to focus on the behaviour of non-players, with the exception of a player leaving the area of play to engage in a violent act.

3.6.3 To promote zero tolerance on violence and positive spectator behaviour the Club aims to:

- a) Reduce or eliminate violence and antisocial behaviour from all Club endorsed activities;
- b) Ensure a positive, safe and encouraging environment for spectators, volunteers, staff and participants; and
- c) Provide Club personnel with the authorisation and responsibility to deal with unruly and violent behaviour with appropriate sanctions.

3.6.4 The Club prohibits any form of behaviour, which can be described as violent, abusive or anti-social. Such behaviour can consist of:

- a) Verbal assaults;
- b) Threats and attempts to intimidate;
- c) Throwing of articles in a deliberate or aggressive manner;
- d) Aggressive approaches to another individual;
- e) Physical striking of another individual; and
- f) Attempts to goad or incite violence in others.

3.6.5 Individuals who engage in any of the above behaviours may be subject to immediate ejection from the venue, Club suspension, dismissal or subject to a criminal investigation.

4. ROLES AND RESPONSIBILITIES

In addition to Club obligations to apply to this Policy, some participants have additional roles and responsibilities in the application of the Policy.

4.1 Club Responsibilities

The Club must:

- a) Adopt, implement and comply with this policy;
- b) Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- c) Promote appropriate standards of conduct at all times; including providing and promoting an environment free from discrimination, harassment violence or child abuse in relation to its employment functions, its membership eligibility and any supply of goods and services;
- d) Be aware of and review any changes to relevant Western Australia Child Protection Legislation and how it affects, the Club and participants;
- e) Encourage reporting of discrimination, harassment, violence or child abuse, regardless of who the offender might be;
- f) Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;
- g) Recognise and enforce any penalty imposed under this policy;
- h) Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies;
- i) Appoint or have access to appropriately trained people to receive and handle complaints and allegations e.g. Member Protection Information Officers (MPIOs) and/or Complaint Officers (CO);
- j) Display appointed Member Protection personnel names and contact details in a way that is readily accessible; and
- k) Monitor and review this policy at least annually.

4.2 Individual Responsibilities

Individuals bound by this policy are responsible for:

- a) Making themselves aware of the policy and complying with the standards of conduct and specific guidelines in this policy; ([Appendix 4](#))
- b) Consenting to a National Police Check if the individual holds or applies for a role that involves direct and/or unsupervised contact with people under the age of 18 years;
- c) Complying with all other requirements of this policy;
- d) Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- e) Understanding the possible consequences of breaching this policy.

4.3 Non-Playing Participants

Coaches, referees, touch judges, other match officials, selectors, trainers, managers or other team officials must:

- a) Understand and respect that they have considerable power and authority over other participants and should not abuse that power; and
- b) Avoid improper relationships with participants.

5. COMPLAINT ACTION

The Complaints Handling Procedure has been developed to enable the Club to deal with any alleged breach of this Policy. Such breaches must be dealt with promptly, seriously, impartially, sensitively and confidentially. [\(See Part B and C\)](#)

5.1 A person who wishes to make a complaint, which **does not** involve child abuse, may elect to have their concerns dealt with in an informal or formal manner.

5.2 At all times the Club may elect to investigate a suspected breach of this Policy, irrespective of whether a complaint has been received from a third party.

5.3 The Club will appoint person/personnel [CO] to:

- a) Address harassment and abuse issues;
- b) Advise members on complaint options and
- c) Facilitate Club informal and formal complaint procedures.

6. CONFIDENTIALITY

6.1 Those responsible for implementing this Policy will keep confidential the names and details related to all complaints, unless disclosure is:

- a) Required by law; and
- b) Necessary or agreed as part of the disciplinary or corrective process.

7. BREACH OF POLICY

7.1 Failure to comply with the Club Member Protection Policy will be treated as a breach of the Club Code of Conduct.

7.1.1 The Club Code of Conduct seeks to establish standards of performance and behaviour to ensure that participants act in a professional and proper manner and to ensure that the game is played and conducted with disciplined and sporting behaviour.

7.2 Disciplinary action may be taken against anyone who:

- a) Is found to be in breach of this Policy;
- b) Victimises or retaliates against a person who has complained of a breach of this Policy;
- c) Is found to have made a frivolous or vexatious complaint.

7.3 The extent of any penalty will depend on the severity of the case and may involve an apology, counselling, suspension, dismissal or any other form of action deemed appropriate.

8. MEMBER PROTECTION REVIEW AND APPROVAL

8.1 The Club Executive Committee approves this policy on.....

8.2 The Club President responsible for this Member Protection Policy will ensure an appropriate review of the policy is conducted regularly.

8.3 This policy and/or its attachments may be amended from time to time by resolution of the Executive Committee.

8.4 Copies of the policy and its attachments can be obtained from the Club's website or from contacting the Club Secretary. [\(Appendix 5\)](#)

PART B Procedures for Handling Allegations of Discrimination & Harassment

The Club will undertake to deal with any complaints concerning a breach of this Member Protection Policy sensitively, promptly and respecting the privacy rights of individuals concerned.

A person who wishes to make a complaint may elect to have their concerns dealt with in an informal or formal manner by the Club appointed Complaint Officer/s (CO).

1. INFORMAL COMPLAINT

1.1 If an informal approach is preferred, the complainant may elect to:

- a) Approach the person(s) causing the problem and ask them to stop the behaviour;
- b) Approach the Club CO for advice on complaint options and support on procedures.

1.1.2 The CO on receiving a complaint will:

- a) Listen;
- b) Document the complaint;
- c) Give information;
- d) Suggest options;
- e) Refer to an external authority and/or refer to the Club Advisory Panel.

1.2 Appropriate informal reporting documents are tabled in [Appendix 6, 7, 8 & 9](#) to this Policy.

2. FORMAL COMPLAINT

2.1 If a formal approach is preferred, the complainant should be encouraged to put their complaint in writing.

2.1.2 The CO should receive the complaint and determine whether:

- a) They are the most appropriate person to receive and handle the complaint;
- b) The nature and seriousness of the complaint warrants a formal resolution procedure;
- c) To refer the matter to the police or other appropriate authority;
- d) To refer the complaint to the Club Advisory Panel.

3. MATCH COMPLAINT

3.1 Individuals who engage in behaviour which breaches Member Protection Policy will be subject to immediate ejection from the venue by a person designated by the Club and a further ban from all Club activities from such period of time to be determined by the Club Judiciary Panel.

3.1.1 If an individual is asked to leave the venue and refuses to do so, the Club CO/s has the authority to stop the game until the individual leaves. The local police may be called in failing the individual/s removal from the ground.

3.2 Serious and physical assault incidents will be reported to the local police authorities and referred to the Club Advisory Panel for further disciplinary action.

4. INVESTIGATION

4.1 If the Club CO forms the view a complaint requires investigation, they should:

- a) Refer the complaint to the Club Advisory Panel including documented information.

4.1.1 The Advisory Panel should receive the complaint and determine whether:

- a) Immediate implementation of any interim administrative or other arrangements is required until the complaint procedure set out in this policy is completed;
- b) They are the most appropriate authority to receive and handle the complaint;
- c) The nature and seriousness of the complaint warrants a formal resolution procedure;
- d) To refer the matter to the police or other appropriate authority;
- e) To refer the complaint to an informal or formal mediation session;
- f) Appoint appropriate personnel to investigate or mediate the complaint.

5. MEDIATION

5.1 If the complainant requests a Mediator to investigate the complaint, they should:

- a) Inform the alleged harasser;
- b) Interview both parties separately;
- c) Keep the complainant informed of the investigation process and outcomes;
- d) Keep confidentially and impartially accurate records of the process; and
- e) Seek to facilitate agreement between the complaint and the respondent in order to resolve the complaint.

5.1.1 If no resolution is achieved, the Mediator will give all records to the Club Advisory Panel who will determine the appropriate course of action.

6. VEXATIOUS COMPLAINT

6.1 The Club aims to ensure the Complaints Procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaint process the Club CO/s or Advisory Panel consider that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the Club may:

- a) Elect not to investigate the complaint; or
- b) May recommend that disciplinary action be taken against the complainant.

7. RIGHT TO APPEAL

7.1 Both parties to a complaint have the right to appeal the decision and seek the recommendation of an Appeals Panel if the matters of procedure, bias, or fairness are called into question.

7.1.1 An Appeals Panel, made up of members other than those who formed the original Advisory Panel, shall handle formal appeals.

8. EXTERNAL ACTION

8.1 Both complainant and alleged harasser may pursue advice or action from an external authority at any stage of the complaint procedure.

- You can seek advice from the WA 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. Phone: 08 9216 3900 www.eoc.wa.gov.au

email: eoc@eoc.wa.gov.au [\[Appendix 10 and Appendix 11\]](#)

PART C Procedures For Handling Allegations of Child Abuse

The Club shall deal with allegations involving the abuse, or suspected abuse, of children in a strictly confidential manner and with sensitivity. This is in the best interests of all parties involved.

The matter shall only be discussed with the Club appointed Complaint Officer/s (CO) designated to address harassment and abuse issues.

In most instances, the matter will be referred to the police or family services authority.

1. CHILD ABUSE

1.1 A member of the Club may suspect abuse of a child on reasonable grounds when:

- a) A child tells them they have been abused;
- b) Someone else tells them a child has been abused;
- c) A child tells them they know someone who has been abused (often they are referring to themselves);
- d) They observe a child's behaviour and/or injuries, and their knowledge of children leads them to suspect abuse; or
- e) They observe a member's abuse of another member.

2. TYPES OF ALLEGATIONS:

2.1 A member of the Club may receive allegations that:

- (1)** A person in the Club (For example, a coach) has abused a child within the same Club (For example, a junior athlete);
- (2)** A person in the Club (For example, a coach) has abused a child outside the Club's jurisdiction (For example, a junior athlete he or she coaches for a State organisation or Club); or
- (3)** A person outside the Club (For example, a teacher or family member) has abused a young member of the Club.

2.1.1 These allegations may be made by the child, his or her parents, or another person involved in the Club. Where the allegation comes from is not as important as who the alleged offender and alleged victim are.

2.2 Allegations of Type **(1)** and **(2)** will be the only types of allegations which the Club has the right to make further inquiries in accordance with Club rules and regulations.

2.3 An allegation of Type **(3)** shall, in all cases, be reported to the WA Police Child Protection Squad Ph: 9492 5444 and WA Department for Community Development Ph: 9222 2555.

3 CHILD ABUSE REPORTING PROCEDURES

Where allegations are made regarding child abuse or someone suspects a child has been abused, the person receiving the information must treat the matter with great sensitivity. The initial response of the person to whom the child confides is crucial to the wellbeing of the child.

3.1 It is important for the person who first receives the Abuse information to:

- a) Listen to and believe what the child says;
- b) Reassure the child that what has occurred is not the fault of the child;
- c) Ensure the child is safe;
- d) Be honest with the child and explain that other people may need to be told in order to stop what is happening;
- e) Ensure that what the child says is quite clear: Do not elicit detailed information about the sexual abuse;
- f) Make direct and confidential contact with the Club CO.

3.1.1 The Club CO will:

- a) Report the incident to the:
 - i. WA Police Child Protection Squad Ph: 9492 5444 and
 - ii. WA Department for Community Development Ph: 9222 2555 and
 - iii. Rugby WA Manager Community Rugby Ph: 9387 0717
- b) Complete the Confidential Child Abuse Allegation record ([Appendix 12](#)); and
- c) Ensure there are procedures in place to protect the confidentiality of reports (paper and electronic versions).

3.2 If there is any doubt concerning whether the allegation should be reported, the WA Police Child Protection Squad Ph: 94925444 and WA Department for Community Development Ph: 9222 2555 should be consulted.

3.3 A coach or official may suspect that a child has been abused by a family member or someone outside the sport because of behavioural signs or comments by the child. In such instances, the WA Police Child Protection Squad Ph: 9492 5444 and WA Department for Community Development Ph: 9222 2555 should be consulted.

4. CHILD ABUSE INVESTIGATION PROCEDURES

4.1 The alleged offender will be suspended from all tasks involving children pending the results of an investigation by the relevant authority.

4.2 Where a matter has resulted in the suspension or dismissal of a person, Rugby WA, shall be informed so as to implement safeguards to prevent other Clubs from engaging the services of the offender.

4.3 No other communication will be taken by the Club with other agencies to ensure statements made are not defamatory.

Source: Australian Sports Commission 'Protecting Children from Abuse in Sport 2000', pp 19 – 21

APPENDIX 1: DEFINITION OF CHILD ABUSE IN SPORT

What is Child Protection?

Child Protection is about keeping children safe from abuse and protecting them from people who are unsuitable to work with children.

What is Child Abuse?

Child abuse is a term used to describe ways in which children are harmed, usually by adults and often by those they know and trust. It includes physical abuse, which results in non-accidental injuries; emotional abuse, which causes psychological or emotional damage; neglect, which results in ill health; and sexual abuse, which includes a range of sexual activity and exploitation of children that can result in physical or psychological damage.

Child abuse takes many forms and can involve:

Sexual Abuse/Sexual Misconduct:

Any sexual act or sexual threat imposed on a child, including suggestive behaviour and inappropriate touching.

Physical Abuse:

Non-accidental injury and/or harm to a child.

Emotional Abuse:

Behaviours that may psychologically harm a child, including severe verbal abuse and threats of abuse or excessive and unreasonable demands

Neglect:

Where a child is harmed by the failure to be provided with the basic physical and emotional necessities of life

Indicators of Child Abuse

People working with children need to be aware of the indicators of abuse and should have the confidence to respond to any indication that a child may have been abused. Some indicators of child abuse are:

- Multiple bruising or injuries e.g. burns, scalds, sprains, dislocations or fractures;
- Injury left untreated;
- Differing versions of how an injury occurred;
- Child/relative advising of abuse;
- A child, referring to someone else being abused, may mean him/herself;
- Sexual behaviour, which is inappropriate for the age of the child;
- Nightmares/bedwetting/going to bed fully clothed;
- A high level of distrust of other people;
- An inability to relate well with adults and/or children;
- Extreme attention seeking behaviour, disruptive or aggressive behaviour and bullying;
- and
- Seeking indiscriminate or inappropriate adult affection.

The presence of one indicator does not necessarily suggest that a child is the subject of abuse. Common sense needs to be used in reporting an indicator of child abuse.

CHILD ABUSE IN SPORT

During sport, various behaviour occurs that amounts to child abuse. Unfortunately, while most people know that some behaviour is ‘bad coaching’, they often don’t know that some bad behaviour can also be abuse.

Here are examples of behaviour that is abuse.

Non-Accidental Injury to Children Participating in Sport

Most children will collect cuts and bruises in their daily lives, and certainly through their involvement in sport, but some physical injuries or bruising can only be caused non-accidentally.

Inappropriate Training

People working with children in sport must tailor training programs to ensure that they are appropriate for the strength, coordination, skill and emotional levels of children. Training techniques that give extra physical loads to children as ‘punishment’ can be dangerous to the health of children who are already physically tired.

Effective training techniques will also take into account the emotional individuality of children. Children should be emotionally prepared for an activity in order to perform it confidently and without anxiety. They respond differently to the challenges of sport, and what is ‘pushing’ (by a coach or a parent) to one child may be emotionally destructive to another. Physical abuse also includes giving children illegal or inappropriate drugs that may affect their physical or psychological development.

Emotional Abuse

It is not appropriate to address children in a derogatory way when their performance is not to the coach’s liking. Nor is it appropriate to demean their performance in front of others or, even if speaking to them individually, to refer to physical attributes (for example, weight or clumsiness) to make them perform better. Coaches should ensure that they do not give only negative feedback on performance. Providing constructive feedback on the negatives and praise for the positives is a more appropriate way to coach children.

Inappropriate Touching

In some sports it may be necessary for a coach or trainer to have physical contact with children in order to demonstrate technique. Such contact must be necessary and appropriate to the situation and always professional. Inappropriate touching can include lengthy or uninvited contact.

Sexual Abuse

Sexual abuse is a criminal offence involving a range of sexual activity between a child and a person who is older, or has power, authority or control over a child. This abuse encompasses a wide range of behaviour from, for example, engaging a child in sexual conversation, showing sexual pictures to a child and exposing one’s genitals, to sexual touching and invasive sexual acts.

Sexual abuse can involve forcing, tricking, bribing, threatening, emotionally manipulating or pressuring a child into sexual activity even if the child has, or appears to have, consented. Note that children 16 years and under cannot legally consent to sexual acts.

Sport is vulnerable to child sexual abuse because coaches, managers, officials and volunteers are able to assert authority and power over children. Unfortunately, sexual offenders take advantage of such positions of trust and authority.

Other Sensitive Areas

People working with children in sport should be aware of age sensitivities and cultural or religious differences, and how these may change the way people look at certain activities. For example, privacy in showers or at athlete weigh-ins could be an issue. Working with children with physical and emotional disabilities may also require careful and sensitive handling.

Coaches from diverse backgrounds, and people working with children of diverse origins, will need to adjust work practices and be sensitive to the different way in which their actions and behaviour may be seen.

Source: Australian Sports Commission 'Protecting Children from Abuse in Sport 2000', pp 3 - 4, 2.1 & 2.2

APPENDIX 2

MEMBER PROTECTION DECLARATION

The Rugby Club has a duty of care to its members and to the general public who interact with its volunteers, employees, members and others involved with Rugby Club activities.

As part of this duty of care and as a requirement of the Club’s Member Protection Policy, the Club must enquire into the background of those applying for, undertaking or remaining in any work (paid or voluntary) that involves direct and unsupervised 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 sexual offences, offences relating to children, or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, acts of violence, intimidation or other forms of harassment.
4. To my knowledge there is no other matter that the Rugby 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 engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed for whatever reason.
6. I agree to the Rugby Club carrying out all checks with the Police Service or such other sources as the Club deems necessary in the circumstances to establish my suitability as a fit and proper person to act as a representative of the Rugby Club.
7. I acknowledge the Rugby Club reserves the right to refuse my application and to withdraw me as a volunteer at any time in the future on the grounds that I am no longer considered to be a fit and proper person for the purposes of volunteering with the Rugby Club.
8. I accept that my information obtained for the purposes of establishing my suitability as a fit and proper person referred to in clause 6 herein shall not be distributed or otherwise supplied to any outside body or organisation and that all such information shall be treated in the strictest confidence in accordance with the Privacy Principles as set out in the Privacy Act (Cth.) 1988.

Declared in the State ofon/...../.....(date) Signature

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

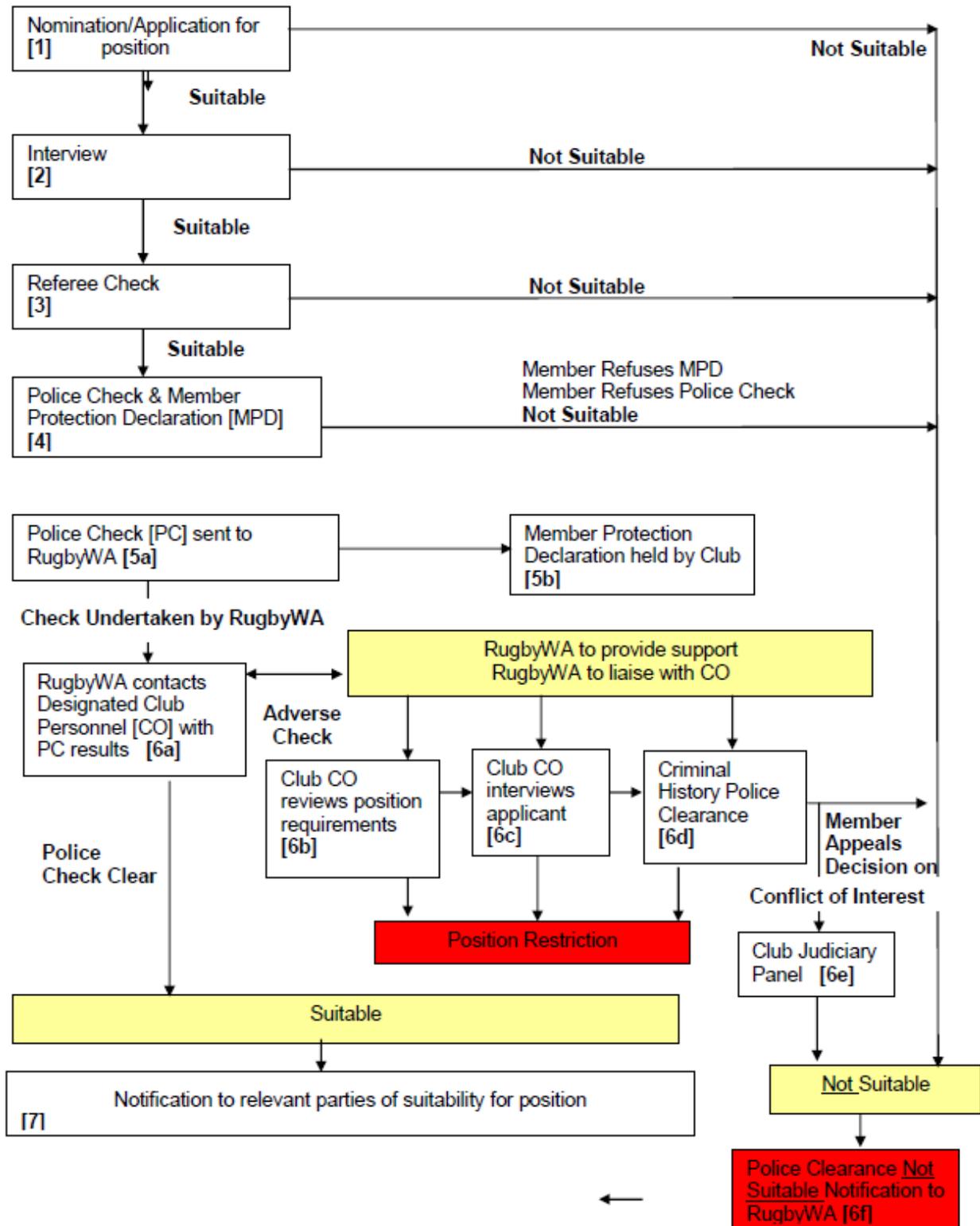
I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....Date:

Signature:.....

APPENDIX 3: RUGBYWA POLICE SCREEN PROCEDURE

Police Check Flow Diagram



APPENDIX 4:

CODES OF CONDUCT

General Responsibilities

The Club expects all members, service providers, volunteers including employees bound by this policy to:

- a) Ensure the Game is played and conducted in accordance with disciplined and sporting behaviour and acknowledge that it is not sufficient to rely solely upon the Match officials to maintain those principles;
- b) Cooperate in ensuring that the spirit of the Laws of the Game is upheld and refrain from selecting players guilty of foul play;
- c) Not repeatedly breach the Laws of the Game;
- d) Accept and observe the authority and decisions of referees, touch judges, Match Officials and all other rugby disciplinary bodies;
- e) Not publish or cause to be published criticism of the manner in which a referee or touch judge handled a Match;
- f) Not publish or cause to be published criticism of the manner in which Council or any other rugby disciplinary body handled or resolved any dispute or disciplinary matter resulting from a breach of the Bye-Laws, Regulations, or Laws of the Game;
- g) Not engage in any conduct or any activity on or off the field that may impair public confidence in the honest and orderly conduct of a Match tour, tournament or Series of Matches (including, but not limited to, the supply of information in relation to the Game, directly or indirectly, to bookmakers) or in the integrity and good character of any person;
- h) Promote the reputation of the Game and take all possible steps to prevent it from being brought into disrepute;
- i) Not commit a Doping Offence;
- j) Not abuse, threaten or intimidate a referee, touch judge or other Match Official, whether on or off the field of play;
- k) Not use crude or abusive language or gestures towards referees, touch judges or other Match Officials or spectators;
- l) Not to do anything which adversely affects the Game of Rugby Football, the Board, any member Union or any commercial partner of the Game;
- m) This Club is under an obligation to:
 - i. Comply with and to ensure that each of its members comply with this Code of Conduct and the ARU Code of Conduct;
 - ii. Adopt procedures to monitor compliance with and impose sanctions for breaches of the Code of Conduct by Persons under its jurisdiction; and
 - iii. Abide by the relevant Role-Specific Codes of Conduct outlined in this policy.

CLUB SPECIFIC GUIDELINES

Coach Code of Conduct

Coaches are the immediate link with those playing Rugby Union. It is important that they are qualified and skilled as sport educators.

Coaches must, at all times:

- a) Agree to abide by the Code of Conduct and the ARU Code of Conduct;
- b) Foster an enjoyment of Rugby Union;
- c) Be responsible for matters concerning coaching, training and development for all levels of ability;
- d) Take into consideration the maturity and fitness level of the players when scheduling and determining the training programs;
- e) Prepare and conduct sessions based on sound coaching methods and make a commitment to update and maintain sound coaching principles and practice;
- f) Maintain a 'duty of care' towards others and accountability for matters relating to training and competition;
- g) Ensure that all physical contact with others is:
 - i. Appropriate to the situation and
 - ii. Necessary for the person's skill development;
- h) Provide a safe environment for training and competition;
- i) Always use their position of power and authority to benefit players and the Rugby Body;
- j) Respond to members concerns or allegations of breaches of Member Protection criteria;
- k) Report suspect breaches of the Code of Conduct;
- l) Insist that players not use prohibited, performance enhancing drugs;
- m) Encourage players to demonstrate exemplary sporting behaviour in both practice and competition;
- n) Engender respect for the ability of opponents as well as for the judgement of officials and opposing coaches;
- o) Never use offensive or discriminatory language or do anything which may demean another person on the ground of race, colour or national/ethnic origin;
- p) Set a good example as a role model and leader;
- q) At junior level, provide equal opportunities for participants to develop skills, gain confidence and experience success;
- r) Appreciate and understand young people's growth and development;
- s) Foster a learning environment in which the process is as important as the outcome; and
- t) Never ridicule or chastise young people for making mistakes.

Committee Member Code of Conduct

All Committee Members will:

- a) Abide by the Club's memorandum and articles of association, and to any regulatory code adopted by the Club;
- b) Abide by the responsibilities of members as laid down in the relevant statutes, and any regulatory code adopted by the Club;
- c) Accept the majority vote of the Committee and work on a principle of collective responsibility, whereby all decisions of the Committee properly reached shall be deemed to be Club policy;
- d) Not disclose any confidential information to any other person without the prior authority of the Executive Committee;
- e) Devote sufficient time and attention to the Club to fulfil duties as a Committee member;
- f) Attend meetings of the Club Committee, and not be absent without good reason;
- g) Declare all personal or material interests where there may be a conflict of interests to the Committee;

- h) Not receive remuneration from the Club except for reimbursement of approved expenses;
- i) Represent the Club in their dealings with rugby authorities, local and central government; and
- j) Submit to re-election in accordance with the policy of the Club.

Employee Code of Conduct

All Employees will:

- a) Agree to abide by the Code of Conduct and ARU Code of Conduct;
- b) Act with care and diligence;
- c) Treat everyone with respect and courtesy, and without harassment;
- d) Comply with all applicable Australian laws;
- e) Comply with any lawful and reasonable direction given by the appropriate authority;
- f) Disclose, and take reasonable steps to avoid, any conflict of interest (real or apparent) in connection with employment;
- g) At all times behave in a way that upholds the Club values and the integrity and good reputation of the Club; and
- h) Not give or disclose, directly or indirectly, any information about public business or anything of which the employee has official knowledge except in the course of his or her duties.

Official Code of Conduct

An Official will:

- a) Agree to abide by the Code of Conduct and the ARU Code of Conduct;
- b) Operate within the rules, regulations and guidelines of Rugby WA;
- c) Be consistent, objective, courteous, helpful and honest with others;
- d) Be a model of good sporting behaviour;
- e) Keep informed of and exercise sound officiating practices;
- f) Understand the growth and development of children;
- g) Ensure that the "spirit of the game" is not lost by over pedantic interpretations of the rules;
- h) Maintain strict impartiality;
- i) Maintain a safe environment for others;
- j) Compliment participants on their efforts;
- k) Encourage good sporting behaviour and promote respect for all participants; and
- l) Give all participants a 'fair go' regardless of their gender, ability, cultural background or religion.

Parent/Guardian Code of Conduct

All Parents/Guardians will:

- a) Agree to abide by the Code of Conduct;
- b) Not force children to participate in Rugby Union;
- c) Never ridicule or chastise a child for making a mistake;
- d) Insist that children always participate according to the rules;
- e) Place more emphasis on the effort and performance than the outcome;
- f) Support the efforts of coaches in developing appropriate sporting attitudes and behaviour;
- g) Be courteous when communicating with players, coaches, officials and administrators;
- h) Demonstrate good sporting behaviour;
- i) Never criticise a referee; and
- j) Support all efforts to remove verbal and physical abuse from Club activities.

Player Code of Conduct

All Participants will:

- a) Agree to abide by the Codes of Conduct and the ARU Code of Conduct;
- b) Play for the enjoyment of the sport;
- c) Respect and play by the rules in a fair and safe manner;
- d) Treat all coaches, officials, referees, team mates and opposing players and team officials with respect;
- e) Never argue with the referee's decision;
- f) Never use offensive or discriminatory language;
- g) Never demean another person on the ground of race, colour or national/ethnic origin;
- h) Avoid intimate relationships with their coach;
- i) Respond to members concerns or allegation of breaches of the Code of Conduct;
- j) Report suspect breaches of the Code of Conduct; and
- k) Respect the rights dignity and worth of all participants regardless of their ability, gender or cultural background.

Spectator Code of Conduct

All Spectators will:

- a) Agree to abide by the Code of Conduct;
- b) Appreciate that young people participate in Rugby Union for their enjoyment;
- c) Acknowledge and compliment good performance and efforts from all participants regardless of the outcome;
- d) Respect the decisions of officials, coaches and players;
- e) Never ridicule or abuse a participant for making a mistake;
- f) Never use offensive or discriminatory language or do anything which may demean another person on the ground of race, colour or nation/ethnic origin;
- g) Applaud good play by your own team and by the opposing team;
- h) Encourage players to play according to the Laws of the Game;
- i) Condemn the use of violence in all forms; and
- j) Show respect for your team's opponents.

Volunteer Code of Conduct

All Volunteers will:

- a) Agree to abide by the Code of Conduct and the ARU Code of Conduct;
- b) Be fair, considerate, consistent and honest with others;
- c) Operate within the rules, regulations and guidelines of Rugby WA;
- d) Maintain confidentiality in regard to sensitive and/or commercial information;
- e) Resolve conflicts fairly and promptly through established procedures;
- f) Maintain a safe environment for others;
- g) Show concern and caution towards others;
- h) Act in good faith and in the best interests of the Club and Rugby WA; and
- i) Be a positive role model for others.

APPENDIX 5:

IMPLEMENTING THE MEMBER PROTECTION POLICY

Reasonable Steps:

Reasonable steps to be taken by your Club to prevent inappropriate behaviour and, having policies and procedures for dealing with inappropriate behaviour should it occur includes:

1. Ensuring that your management committee understands and endorses the Member Protection Policy.
2. Checking that the Member Protection Policy is tailored to the particular needs of your Club-you may want to add more information, for example on drugs and alcohol. Contact the Australian Sports Commission Tel: (02) 6214 1960 www.activeaustralia.org/hfs or the WA Department for Sport and Recreation Tel: (08) 9387 9700 www.dsr.wa.gov.au for further advice and assistance.
3. Ensuring that the Member Protection Policy is communicated to all members, service providers and employees, including volunteers. You may do this through an official launch of the Policy, newsletters, noticeboards and computer networks, as well as in personnel manuals and in coaching, volunteer and other handbooks.
4. Assigning responsibility for the Member Protection Policy's circulation and review to a specific position.
5. Appointing a member of your Committee or other appropriate people to receive and handle complaints. Remember this could be someone from your Club, or a person from the Australian Sports' Commissions' Member Protection Officer Network. If someone is appointed within your Club to handle these responsibilities it is important that appropriate training is provided in receiving and handling complaints. For information on such training contact the Australian Sports Commission Tel: (02) 6214 1960 www.activeaustralia.org/hfs or the Department for Sport and Recreation. Tel: (08) 9387 9700 www.dsr.wa.gov.au
6. Making sure members, service providers and volunteers know who to go to regarding queries and complaints around behaviours involving abuse, discrimination or harassment.
7. Ensuring your Club has developed clear procedures for dealing with abuse, discrimination and harassment and that if a complaint arises it is dealt with promptly, sensitively and in a confidential manner.
8. Monitor the Member Protection Policy's effectiveness through surveys, and interviews with members and/ or members who leave the Club.

APPENDIX 6:

COMPLAINT TEMPLATES

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

Confidential Record of Informal Complaint – to be used by the Club designated person who has been appointed to address harassment and abuse issues (CO). ([Appendix 6](#))

Confidential Record of Formal Complaint – to be used when a formal complaint is received by the CO. ([Appendix 7](#))

Record of Mediation – to be used by those who conduct mediation. ([Appendix 8](#))

Record of Tribunal Decision – to be used by those who conduct a Tribunal ([Appendix 9](#))

COMPLAINT PRINCIPLES:

- a) Treat all complaints seriously;
- b) Deal with complaints promptly, sensitively and confidentially;
- c) Maintain a calm attitude;
- d) Ask the complainant if they will consent to you taking notes;
- e) Write the description of the complaint /problem using the complainant's own words (as much as is possible);
- f) 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;
- g) Take a note of the facts and do not pre-judge the situation;
- h) Ask the complainant whether they fear victimisation or other consequences;
- i) Find out what outcome the complainant wants and if they need any support;
- j) Ask the complainant how they want the complaint to be dealt with under the policy; and
- k) 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.

CONFIDENTIAL RECORD OF INFORMAL COMPLAINT continued....

Feelings expressed by the complainant (completing this may help to separate emotional content from facts)	
What they want to happen to fix the issue	
What information I have provided	
What they are going to do now?	

This record and any notes must be kept in a confidential place – do not enter it on a computer system.

If the issue becomes a Formal Complaint, this record is to be sent to the Club Judiciary Panel Chairperson.

APPENDIX 7:

CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's Name & Contact details		Date Formal Complaint Received:	
Role/Status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Other	
Name of person complained about	<input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18		
Role/Status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official	
Location/Event of the alleged issue			
Description of the alleged issue			
Nature of the complaint (basis/grounds/category) Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimisation	
Methods (if any) of the attempted informal resolution			

CONFIDENTIAL RECORD OF FORMAL COMPLAINT.

Support person (if any)	
Formal Resolution procedures followed (Outline)	
If investigated: Finding -	
If went to the Judiciary Panel: Decision - Action recommended -	
If Mediated: Date of Mediation -Were both parties present - Terms of Agreement - Any other action taken -	
If went to Appeals Panel: Decision - Action recommended -	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by:	Name: Position: Signature: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place by the Club designated person who has been appointed to address harassment and abuse issues. 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 and RugbyWA.

APPENDIX 8:

RECORD OF MEDIATION

Present at Mediation	
Date of Mediation	
Venue of Mediation	
Mediator	
Summary of Mediation (Minutes Attached)	
Outcome of Mediation	
Follow-up to occur (if required)	
Completed by: (Signature)	
Signed by: Complainant (Signature) Respondent (Signature)	

This record and any notes must be kept in a confidential place by the Club designated person who has been appointed to address harassment and abuse issues.

Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the Club Advisory Panel Chairperson.

APPENDIX 9:

RECORD OF JUDICIARY HEARING DECISION

Complainant's Name		Date Formal Complaint Received: / /
Role/Status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) Other.....	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official
Name of Person Complained about		
Role/Status in Club	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) Other.....	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official
Location/Event of Alleged Issue		
Description of Alleged Issue		
Nature of Complaint (basis/grounds/category)	<input type="checkbox"/> Harassment <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse Other	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimisation
Methods (if any) of attempted informal resolution		
Support person (if any)		

RECORD OF JUDICIARY HEARING DECISION Continued

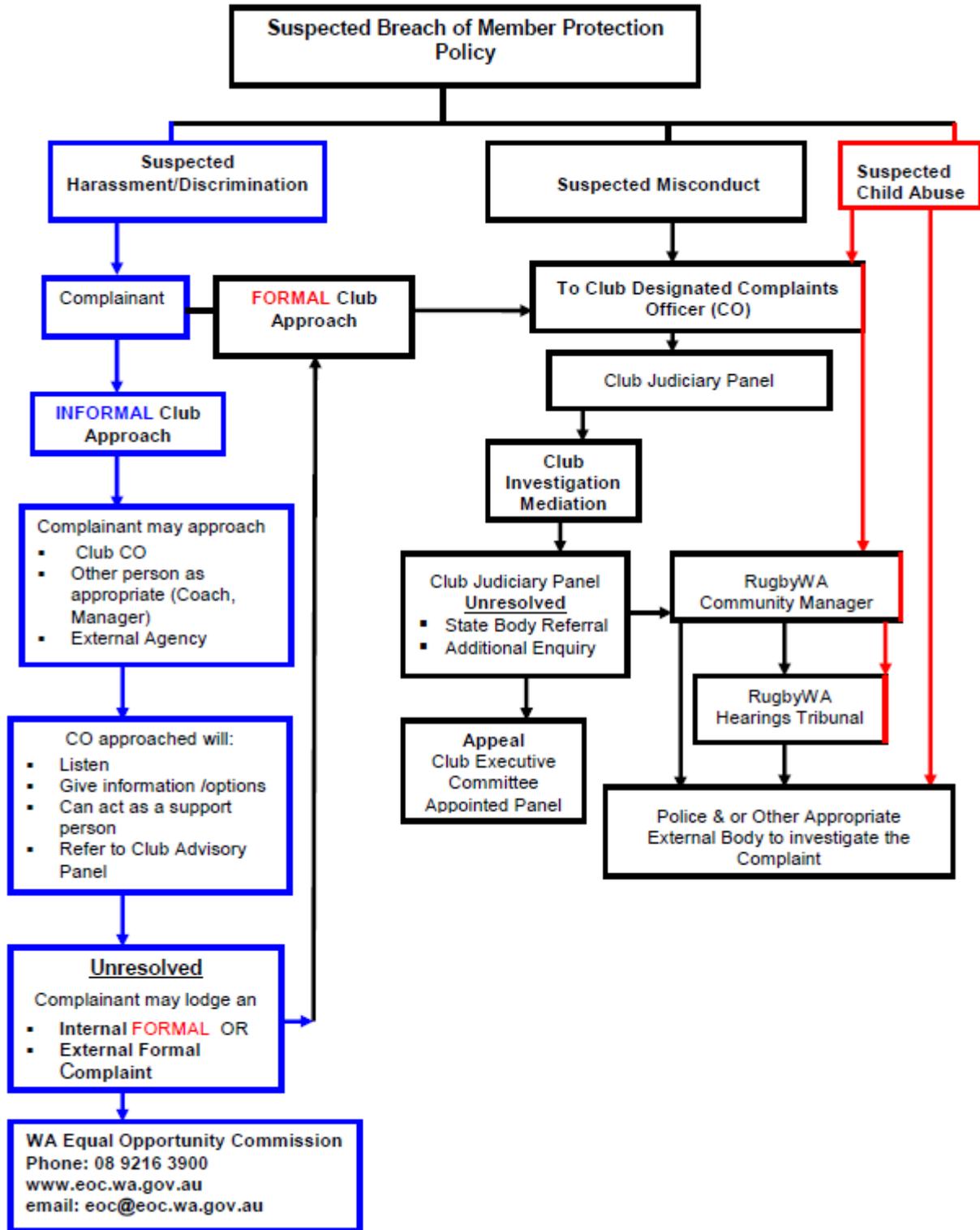
Judiciary Panel Members	
Judiciary Hearing Date and Venue	
Judiciary Panel Decision (Attach Report)	
Action Recommended and any Follow Up Report required	
Decision Appealed Date of Appeal Lodged	
Appeal Hearing Date	
Appeal Decision (Attach Report)	
Action Recommended	
Completed by	Name: Position: Signature: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place by the Club designated person who has been appointed to address harassment and abuse issues.

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 and Rugby WA.

APPENDIX 10:

CLUB COMPLAINTS AND RESOLUTION PROCESS



APPENDIX 11:

MEMBER PROTECTION SUPPORT CONTACTS

Harassment Free Sport Support

Support centres and services which provide free professional advice.
Assistance will depend on resources.

COMMONWEALTH

Commonwealth Ombudsman

Tel: (08) 9220 7541

Complaints: 1300 362 072

For complaints against Federal government organisations

Australian Sports Commission

Tel: (02) 6214 1960

www.activeaustralia.org/hfs

Provides policy advice and training for Member Protection Information Officers

National Sports Dispute Centre

Tel: (03) 9642 2400

For dispute resolution – may be some minimal cost

Human Rights and Equal Opportunities Commission

Tel: (02) 9284 9600

Complaints Info line: 1300 656 419

Internet: www.humanrights.gov.au

Aboriginal and Torres Strait Islander Social Justice Commissioner

Tel: (02) 9284 9600

Complaints Info line: 1300 656 419

Disability Discrimination Commissioner

Tel: (02) 9284 9600

WESTERN AUSTRALIA

Department of Sport and Recreation

Tel: (08) 9387 9700

www.dsr.wa.gov.au

LEGAL

The Law Society of WA

Legal Referral Service & Shop Front Lawyer

Tel: (08) 9221 4402

Citizens' Advice Bureau

Tel: (08) 9221 5711

Equal Opportunity Commission

Tel: (08) 9264 1930

Tel: Discrimination: (08) 9264 1933

Free call outside metro area:

1800 198 149

WOMEN

Women's Legal Services Inc

Tel: (08) 9221 5122



Free call outside metro area; 1800 625 122

CHILDREN

National Association for the Prevention of Child Abuse (NAPCAN)

PO BOX 773, Subiaco, WA 6008

Ph: (08) 9387 1979

Email: wanapcan@aol.com

TO REPORT ABUSE OR SUSPECTED ABUSE:

Crisis Care

Tel: (08) 9223 1111

Tel: Outside the Metro area: 1800 199 008

**Department for Community
Development**

Tel: (08) 9222 2555

Free call: 1800 622 258

Child Protection Unit – Princess Margaret Hospital

Tel: (08) 9340 8646

24-hour crisis care: 1800 199 008

Western Australian Police Child Protection Squad

Tel: (08) 9492 5444

RugbyWA

RugbyWA Manager Community Rugby

Tel: (08) 9387 0717

FOR IMMEDIATE HELP, SUPPORT OR COUNSELLING

Emergency: Police, Fire and Ambulance
Tel: 000

Kids Help Line (24hr)
Tel: 1800 55 1800
www.kidshelp.com.au

Child Abuse Prevention Service (24hr)
Tel: 1800 688 009

Family Helpline (24hr)
Tel: 1800 643 000

Centacare Counselling Service
Tel: (08) 9325 6644

YMCA Youth & Family Services
Tel: (08) 9227 4111

Incest Survivors Association
Tel: (08) 9227 8745

Crisis Care
Tel: (08) 9223 1111
Free Call: 1800 199 008

Domestic/Family Violence Helpline
Tel: (08) 9223 1199 & 1800 000 599

Salvo's Care Line (24hr Crisis Counselling)
Tel: (08) 9227 8655

Mensline (24Hrs)
Tel: 1300 789 978

Alcohol & Drug Information Service
Tel: 1800 198 024
(Parents) Tel: 1800 653 203

Other

Headspace
Headspace.org.au
Tel: (08) 9274-8860 Midland

Play By The Rules
Online training and information
www.playbytherules.net.au

APPENDIX 12:

CHILD ABUSE REPORT

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure Club procedures outlined in Part C3 have been followed and advice has been sought from the WA Police Child Protection Squad Ph: 9492 5444, Western Australian Department for Community Development Ph: 9222 2555 and the Rugby WA Manager Community Rugby Ph: 9387 0717.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/Status in Club		
Child's Name		Age:
Child's Address		
Person's Reason for Suspecting Abuse (e.g. observation, injury, disclosure)		
Name of Person Complained about		
Role/Status in 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"/> Support <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Other	
Witnesses (If more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim Action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		

Police Contacted	Who: When: Advice provided:
Government Agency Contacted	Who: When: Advice provided:
RugbyWA Manager Community Rugby	Who: When:
Police and/or Government Agency Investigation	Finding:
Action Taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

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

APPENDIX 13:

RUGBY UNION MEMBER PROTECTION POLICIES

1. Rugby Australia Anti-Discrimination Policy
2. Rugby Australia Code of Conduct By-Laws
3. Rugby Australia Expectations of Behaviour Guidelines
3. Rugby Australia Harassment Policy
4. Rugby Australia Pregnancy Policy

All Rugby Australia Member Protection Policies are available for viewing at www.rugby.com.au/communityrugby

APPENDIX 14:

Penalties Associated with Breaches of the Policies

The Grading of the Offence and Penalties imposed will be at the discretion of the appointed Judiciary Panel.

The Panel

The Judiciary Panel will be made up as follows:

- 4 - Non-Committee Panel Members to be appointed by the Senior Executive Committee.
- 4 – Senior Committee Panel Members.
- 4 – Junior Committee Panel Members (Juniors) plus a Representative from the Seniors – Perth-Bayswater Juniors.
- 4 – Junior Committee Panel Members (Juniors) plus a Representative from the Seniors – Ellenbrook Juniors.

The judiciary panel will consist of no more than 3 panel members at any Judiciary Hearing and will be empowered by the Senior Executive Committee to hear all evidence presented, adjudicate on all evidence provided (written, visual / electronic or verbal), make a fair and balanced decision of the outcome of the hearing. The Judiciary Panel will / may hand down its decision at the hearing or delay their decision subject to further advice of Legal Counsel.

Penalties Grading

- Low Grade Offence – Minimum 6 Weeks
- Medium Grade Offence – Minimum 12 Weeks
- Serious Grade Offence – Minimum 18 Weeks

The above are guidelines for the Judiciary Panel in determining their findings. They may decrease or increase the suspension period as they see fit and if they deem / consider the matter to be of a more serious matter / nature refer it back to the Senior Committee for referral to Rugby WA or in the case of a criminal matter / nature refer it to the WA Police Service.

Suspension and Expulsion

1. A member may be suspended or expelled if their conduct is detrimental to the Association.
2. The Management Committee must inform the member in writing before deciding on suspension or expulsion stating the reason for proposed suspension or expulsion.
3. The member has 30 days to respond to the notice of proposed suspension or expulsion, saying why he or she should not be suspended or expelled.
4. Any submission made by the member must be taken into account by the Management Committee in making its decision on suspension or expulsion.
5. If the member is suspended or expelled, the member has 21 days in which to appeal the decision and a Special general meeting will be convened to determine the appeal.