



The Churches of Christ Sport & Recreation Association Inc.

Personnel Protection Policy

This policy incorporates:



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1. Introduction

The major objective of the CCSRA policy is to provide an opportunity for staff, adults and juniors to participate in various programmes within the stadium at the highest level available, in a safe and enjoyable environment.

2. Purpose

The main objective of our Personnel Protection Policy is to maintain responsible behaviour and the making of informed decisions by participants within the Association. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. This policy informs everyone involved within CCSRA 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 within any of our programs.

3. Who does this apply to

This applies to everyone involved within CCSRA including; all staff, committee members, administrators, coaches, officials (umpires, referees, judges), players, parents and spectators.

4. Extent of our policy

Our policy covers unfair decisions (eg team selection) and actions, breaches of our code of behaviour that occurs at practice, within the stadium, at social events organised or sanctioned by CCSRA, and other programs conducted outside of the stadium facilities. It also covers private behaviour where that behaviour brings CCSRA or sports into disrepute or there is a suspicion of harm towards a child or young person.

5. CCSRA Responsibilities

We will:

- Implement and comply with our policy
- Make available our policy to everyone involved with CCSRA
- Promote and model appropriate standards of behaviour at all times
- Respond to breaches or complaints made under our policy promptly, fairly and confidentially
- Review this policy every 12 months
- Seek advice from and refer serious issues to external or affiliated organisations such as BWA as needed.

Serious issues include unlawful behaviour that involves or could lead to serious harm and includes criminal behaviour (eg Physical or Sexual assault, Child abuse) and any other issues that our state or national body request be referred to them.

6. Individual Responsibilities

Everyone associated with CCSRA must:

- Comply with the standards of behaviour outlined in our policy
- Treat others with respect
- Always place the safety and welfare of children above other considerations
- Listen to the input of children involved within various programs
- Be responsible and accountable for their behaviour
- 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

7. Protection of Children

7.1 Child Protection

CCSRA is committed to the safety and wellbeing of all children and young people accessing our programs. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

CCSRA acknowledges that our staff, members and volunteers provide a valuable contribution to the positive experiences of children involved in our programs. CCSRA aims to continue this and to take measures to protect the safety and welfare of children participating in our sports and activities by:

7.2 Codes of conduct for adults and children

CCSRA maintains codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly in the organisations care. All participants (including parents if under 18), must agree to adhere to the codes of conduct. The codes(s) of conduct set out professional boundaries, ethical behaviour and unacceptable behaviour. (see attachment 2)

7.3 Choosing suitable employees and volunteers

CCSRA will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children (in prescribed positions).

This may be achieved using a range of screening measures. Such measures will aim to minimise the likelihood of engaging (or retaining) people who are unsuitable to work with children.

CCSRA will ensure that working with children checks and/or criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law.

If criminal history report is obtained as part of the screening process, the association will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (see Attachment 1.2)

7.4 Support, train, supervise and enhance performance

The association will ensure that volunteers and employees who work with children or their records have ongoing supervision, support and training such that their performance is developed and enhanced to promote the establishment and maintenance of a child safe environment.

7.5 Empower and promote the participation of children in decision-making and service development

The association will promote the involvement and participation of children and young people in developing and maintaining child-safe environments.

7.6 Report and respond appropriately to suspected abuse and neglect

CCSRA will provide volunteers and staff the channels to report any suspected children at risk of harm.

The Association will make all volunteers and employees aware of their responsibilities under respective state laws if they have suspicion on reasonable grounds that a child has been or is being abused or neglected.

In addition to any legal obligation, if any person feels another person or organisation bound by this policy is acting inappropriately towards a child or is breaching this code'(s) of practise set out, they may make an internal complaint. Please refer to our complaints procedure outlined in section 10 of this policy. This will explain what to do about the behaviour and how the association will deal with the problem.

7.7 Supervision

Minors under the age of 18 must be supervised at all times by a responsible adult. CCSRA will provide a level of supervision adequate and relative to the minors' age, maturity, capabilities, level of experience, nature of activity and nature of venue, for our programmed events. If a leader finds a minor under the age of 18 is unsupervised, they should assume responsibility for the person's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a person in leadership will be left alone at the end of a training session with just one child, they will ask another leader to stay until the child is collected.

7.8 Transportation

Parents/guardians are responsible for transporting their children to and from activities (e.g. practice & games). Where we make arrangements for the transportation of children (e.g. for away or overnight trips), we will ensure vehicles are adequately insured, the driver has a current and appropriate licence for the vehicle being used and appropriate safety measures are available (e.g. fitted working seatbelts).

We also have a 2 – 1 policy. If transporting minors, it must be a minimum of 2 adults. However, our preferred situation is a 2/2 minimum preference, being a minimum of 2 adults and 2 children. It is also recognised that in a first aid emergency the ratios may not be met.

7.9 Taking images of children

The issue of photography of minors, both still and video, is on the increase in our society based on "everyone with a phone also has a camera" and the increase in social media. CCSRA is mindful of the importance of recording sporting contests to parents, coaches and relatives.

Photographs / video recordings may be made of most sports unless a complaint has been received by the games controller/ event coordinator.

- If a complaint is received the Games controller is to approach the photographer/video operator in a non-threatening manner, ask what the purpose of their recording is and ascertain the person's name and contact details.
- The Games controller is then to explain to the photographer / video operator that a complaint has been received and that another person has requested that their child not be recorded.
- The Games controller should then request the person's cooperation in not making any further recordings of the relevant game.
- If the photographer video operator refuses to cooperate, the refusal should be reported to the complainant, and the detail noted on the games controller's report form. If the complainant wishes to take the matter further, then this is up to them.
- At no stage should the games controller threaten to remove the photographer/ video operator from the venue or report them to the police. This will not achieve anything and could possibly amplify the situation. Never put yourself in a situation where you could get hurt.
- CCSRA requires the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If CCSRA uses an image of a child, we will not display or give out, personal information such as address, email, phone numbers without first gaining consent from the parent/guardian. We will only use appropriate images of a child that promotes the sport, displays its successes, etc.

8. Anti-harassment, discrimination and bullying.

CCSRA opposes all forms of harassment, discrimination, vilification 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.

CCSRA takes all claims of harassment, discrimination, vilification, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with CCSRA (See responding to complaints).

9. Inclusive practices.

CCSRA is welcoming and we will seek to include participants from all areas of our community.

9.1 People with disability

Where possible we will include people with a disability in our programs.

A person with a disability has a right to be a part of CCSRA, in the same way as a person without a disability.

A person with a disability should also not be excluded from any administrative or coaching activities associated with our programs.

If a person with a disability has the necessary skills to compete in a program or role, competitively, they cannot be excluded because of conditions such as: asthma or a hearing loss.

9.2 People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our programmes and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

9.3 Pregnancy

Pregnant women should be aware that their own health and wellbeing, and that of their unborn child/ren, should be of utmost importance in their decision making about the way they participate in 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. CCSRA holds the right to ask for a medical certificate from a doctor clearing a person for a specific activity.

9.4 Girls playing in boy's teams

If there is not a separate or mixed sex competition, CCSRA will support girls playing in boys teams up until the age of 12 years (when federal sex discrimination law says if differences in strength, stamina and physique are relevant, then single sex competition is required). After this age we will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

10. Responding to complaints

10.1 Complaints

CCSRA takes all complaints about on and off-field behaviour seriously. CCSRA will handle complaints based on the principles of procedural Fairness (Natural Justice), that is:

- All complaints will be taken seriously
- 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 story).
- In the case of a possible Criminal offence the best practice may mean the (respondent) will not be approached for their side but referred to authorities. Refer (Attachment 4.2 & attachment 5, 1.4)
- Irrelevant matters will not be taken into account.
- Decisions will be unbiased and fair. And
- Any penalties imposed will be fair and reasonable.

In some cases, complaints may be escalated to senior management of CCSRA and/or Basketball WA.

10.2 Complaint handling process

A flow chart of the complaints handling process is available in Attachments 4.1 and 4.2. When a complaint is received, the person receiving the complaint (e.g. On court – Games controller, Off court – a chaplain/management), will:

- Listen carefully and ask questions to understand the nature and extent of the problem
- If appropriate, ask if they have first talked to the other party direct to try to solve it
- Ask what the complainant would like to happen
- Explain the different options available to help resolve the problem
- Take notes; and
- Maintain confidentiality but not necessarily anonymity

Once the complainant decides on their preferred option for resolution, we will assist, where appropriate and necessary, with the resolution process. This may involve:

- Supporting the person complaining to talk to the person being complained about
- Bringing all the people involved in the complaint together to talk objectively through the issue (this could include external mediation).
- Gathering more information (e.g. from other people that may have seen the behaviour)
- For Basketball, seeking advice and/or referring complaint to Basketball WA
- Referring the complaint to an external agency such as Police or anti-discrimination agency

In situations where a complaint is referred to Basketball WA or Senior Management and an investigation is conducted, we will:

- Co-operate fully
- Seek to ensure the complainant and respondent are not victimised
- Where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- Act on the recommendations given

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.

10.3 Tribunal

Not all sporting complaints need to be heard by a Tribunal. Many can be resolved before this stage. In some cases, the management or executive board may hear disputes or handle matters of misconduct. Where a tribunal (or similar) is in force, a complainant may elect to have their complaint heard by tribunal by following the process in Attachment 4.1

10.4 Child abuse

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

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

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then we may need to report the behaviour to the police and/or relevant government authority.

10.5 Disciplinary Measures

We may 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:

- Be applied consistent with any contractual and employment rules and requirements
- Be fair and reasonable
- Be based on the evidence and information presented and the seriousness of the breach
- Be determined by our Constitution, Policy and the rules of the relevant activity

Possible measures that may be taken include:

- Verbal and/or written apology
- Counselling to address behaviour
- Withdrawal of any awards, placings, records achievements bestowed in any tournaments, activities or events held or sanctioned by us
- Suspension or termination of membership, employment, participation or engagement in a role or activity
- De-registration of accreditation for a period of time or permanently
- A fine, or
- Any other form of discipline that CCSRA considers reasonable and appropriate

10.6 Appeals (Basketball)

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by CCSRA/Senators to Basketball WA. 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.

11. Media Policy

11.1 Social Media

Using the internet and electronic communication is essential for communicating. CCSRA is committed to communication being appropriate and related to relevant business.

What we will do

When using technology we seek to ensure that all players, coaches, officials, volunteers and committee personnel's privacy is protected, clear boundaries are maintained and bullying and harassment does not occur.

Website, SMS, Emails, Facebook/Twitter

Information on competitions, social events, committees, policies, constitution, rules and by-laws will be placed on our websites and/or social media pages.

- No offensive content or photos will be uploaded to the website, especially about social activities and events.
- Websites may be used to communicate business and sanctioned events and or promotions.
- Text communication should be short and about relevant matters.
- No statements shall be made that are misleading, false or likely to injure the reputation of another person.
- No statements shall be made that might bring our organisation into disrepute.

What we ask personnel to do

All personnel are expected to use the internet and electronic communication appropriately, so think about what you want to say before you write it and check it before you post it/send it.

Remember, an email, social Media platform or (any other form of electronic written media) is a written record of your thoughts on a matter and can be used against you later.

Communication (including photos and video):

- Must not offend, intimidate, humiliate or bully anyone and/or other organisations.
- Must not be misleading, false or injure the reputation of others and/or other clubs/organisations.
- Should seek to protect the privacy of others.
- Must not bring the sport, individuals, club or league into disrepute.

Communication to Minors

Communication to minors from coaches and team managers, are to be conducted through their parents and/or in an open group page.

Non-Compliance

Anyone found to have sent inappropriate electronic communication, uploaded inappropriate website content or engaged in blogs or discussions that harass, offend, intimidate or humiliate another person may face disciplinary action.

Cyber bullying (e.g., bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or web pages) under certain circumstances is a criminal offence that can be reported by victims to the police.

A person or association can also initiate separate action in writing to the CEO where there has been a breach of this policy.

Individuals publishing false or misleading comments about another person in the public domain (e.g. Social media or websites) may be liable for defamation.

11.2 General Media Policy

If an incident occurs that attracts outside media attention, in order to protect all those involved; all staff and personnel are asked not to make any comments to the media but direct all media to contact the CCSRA Directors who will then respond accordingly.

12. Risk Management

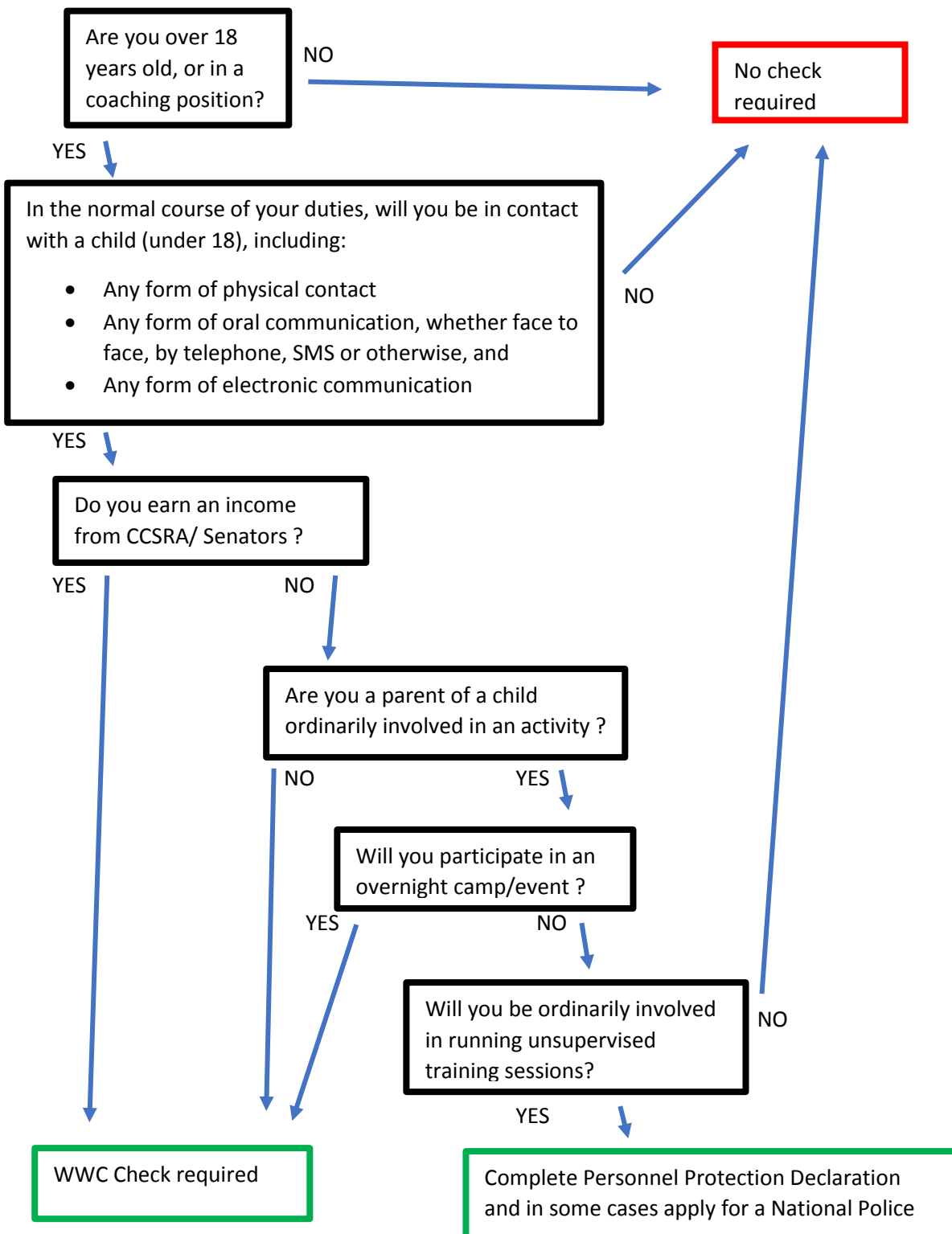
As part of our overall aim to provide a safe environment for all who either work, socialise or participate in sports, fitness and events at the stadium we have prepared a separate risk management document. CCSRA is committed to constantly look at ways we can better care for all those using these facilities, as such we have the following guidelines in place:

- Safety issues will be discussed/raised at each senior management meeting throughout the year
- The Risk management plan to be reviewed/updated annually
- All senior staff to fully read the risk plan at the start of each year and regularly throughout the year, filter down relevant parts to their teams to be aware of/act on
- All staff and regular volunteers are asked to read the Stadium Evacuation plan 4 times a year (start of each school term)
- All Café staff to read their food handling risk plan start of employment & start of each year
- All Cleaning staff are to go through their manual handling/chemical use, start of employment & start of each year

ATTACHMENT 1.1: Working with children screening policy

CCSRA require all employees and some volunteers in ‘child related work’ either a valid Working With Children Check, a signed Personnel Protection Declaration and/or a National Police check.

The flow chart below provides a guide to which check you should apply for when you carry out work in connection with CCSRA. The full process used by CCSRA is available in Attachment 1.2.



ATTACHMENT 1.2 Working with children screening policy

This attachment sets out the screening process for people within CCSRA/ Senators who work, coach, supervise or have regular unsupervised contact with people under the age of 18 years. We will:

1. Identify positions that involve working, coaching, supervising or regular unsupervised contact with people under the age of 18 years.
2. Where possible, check a person's referees (verbal or written) about suitability for the role.
3. Require a valid WWC check from all people in step 1 so long as they are not exempt by legislation (e.g. parental exemption). A photocopy of the card will be retained securely by CCSRA
4. Recognise that in some cases an exemption may apply that makes it unlawful for a person to apply for a valid WWCC. In these instances, we will require a completed Personnel Protection Declaration (PPD) and consent to a volunteer National Police Check.
5. Provide an opportunity for a person to give an explanation if a PPD isn't provided or it reveals that the person doesn't satisfactorily meet any of the clauses in the PPD. 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.
6. If a 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.
7. 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 requirement under our policy. If unsatisfied, we will not appoint them.
8. Decide whether to offer the person the position taking into account the result of the police check and any other information we have available to us. 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.
9. Protect the privacy of any person who is checked and maintain confidentiality of any information obtained through the checking process.
10. Return information collected during screening (such as a completed PPD 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 1.3 Working with children check – Further Information

Working with Children Check (WWCC)

The WWCC is a compulsory and rigorous criminal record check for certain people who carry out 'child-related work' in WA. A person is in 'child-related work' if the usual duties of their work involves or is likely to involve contact with a child in connection with specified categories of work (see the website below for further details). It includes child-related work carried out by paid employees, volunteers, unpaid people and the self-employed.

Parents volunteering in connection with their child's activity are exempt (although this does not apply to overnight camps); however they may still be required to complete the non-WWCC screening process. There are other exemptions, for example some volunteers under 18 years old. Further details about exemptions can be found on the website below. Only those in child-related work under the act may apply.

Applicants will be issued with either:

- An assessment notice in the form of a WWCC enabling them to be in all types of child-related work for three years unless there are new offences of concern.
- An interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application.
- A Negative Notice, which prohibits them from child-related work.

There are set obligations and strong penalties for non-compliance including for employers and volunteer co-ordinators.

For more information:

<https://workingwithchildren.wa.gov.au> or call 1800 883 979 (toll free)

ATTACHMENT 1.4: Personnel Protection Declaration

Completion of a Personnel Protection Declaration by certain people is a mandatory requirement imposed on our association by Basketball Australia and Basketball WA (BWA Member Protection Policy Rule 10.1). CCSRA fully support this rule for other programs as well. Volunteers (including coaches) who are likely at any time to have individual and unsupervised contact with persons under 18 years of age, or who are likely to travel away with persons under 18 years of age must complete this declaration if they do not hold a valid WWCC.

This form will be retained securely by CCSRA

I..... (Name)

Of..... (address)

Born/...../.....

Solemnly and sincerely declare:

1. I do not have any criminal charge pending before the courts for any criminal offence relating to narcotics, violence or abuse including sexual abuse
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence or narcotics.
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 CCSRA may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify CCSRA management immediately upon becoming aware that any of the matters set out in clause 1 to 4 above has changed.

I make this declaration that the information contained in it is true and correct and I make it understanding that a person making a false declaration is liable to the penalties of perjury.

Declared at , in the State of Western Australia on/...../.....(date)

Signature

Before me:

(To be witnessed by a person qualified to take statutory declarations)

.....



ATTACHMENT 2: Senators Code of Conduct

Introduction:

Stirling Senators Basketball Club operates as a value centred club with the goal of a thriving 3rd place community. To ensure this, we believe – “treat others the way you want to be treated.” Size, gender, race, creed or age does not make us superior or inferior to the other. Thus, we do not tolerate domineering, rude or bullying behaviour, but seek to encourage an environment for basketball in a competitive, safe and non-threatening way.

By being a member of the Stirling Senators Basketball Club, please also note the following expectations.

- You give approval for your name to appear in print.
- You give approval for photos and other media to be taken of you as a player and family members for advertising purposes.

Our Code: (applicable to players, parents, coaches, referees, referee coaches and co-ordinators)

- Not knowingly discriminate against, abuse, harass, ridicule or embarrass anyone.
- Be fair, considerate and honest in all dealings with others.
- Treat all persons with respect, dignity and proper regard for their rights, obligations and belongings.
- Act at all times in a fair and sporting manner and in such a way as to ensure good relations within and between teams and other organisations.
- Conduct yourself in a proper manner to the complete satisfaction of the SSBC and its delegates so as not to bring yourself, SSBC or the team into public disrepute.
- Not approach an official prior to, during or after a game in an aggressive, threatening or negative manner.
- Refrain from engaging in any form of victimisation or sledging towards opposition players or coaching staff prior to, during or after a game.
- Play by the rules.
- Cooperate with your team mates and coaches
- Control your temper. Verbal or physical abuse of officials, or coaches, players and supporters of opposing teams will not be tolerated.
- Avoid using derogatory, demeaning or bullying language.
- Take responsibility for your actions.

NOTE : Code of Conduct covers, all verbal, written communication as well as that placed on Social Media.

Players Name : _____ Signature : _____ (parent if U18)

Family Member Signature : _____

Date : _____

Senators Basketball Club

Warwick Stadium Cnr Warwick & Wanneroo Roads, WARWICK 6024

Ph : 9247 2266

Email : senators@warwickstadium.com.au

ATTACHMENT 3: Reporting forms (available at reception)

INCIDENT REPORT FORM

This form is used by Managers and Sport Coordinators, to report any significant incident that occurs at Warwick Stadium. Please ensure you are thorough but simple in your descriptions and if required use the back of this page to complete the information.

INCIDENT DETAILS

Date: _____ Time: _____ Location: _____

Name of Persons Involved:

Name: _____ Phone: _____

Name: _____ Phone: _____

Name of Witnesses:

Witness Name: _____ Phone: _____

Witness Name: _____ Phone: _____

Describe the Incident

(What was the incident? How did the injury occur? What was alleged?)

Describe the response/outcome

(How were those involved cared for? Who was notified? What follow up was planned? Authorities called?)

Form Completed by:

Name: _____ Date: _____

Role: _____

Form Followed Up by:

Name: _____ Date: _____

Role: _____

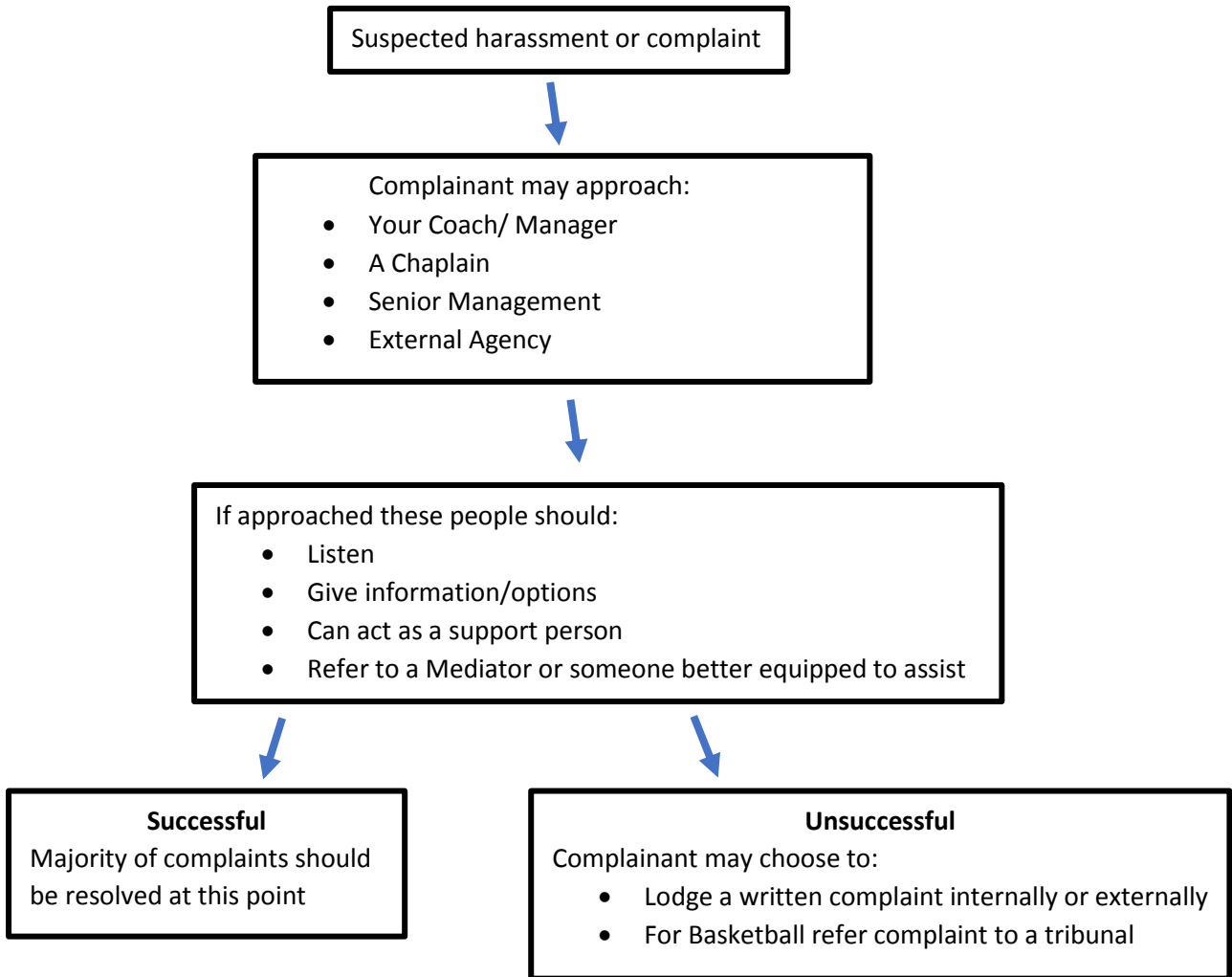
Procedure

- If an injury was sustained ensure Medical assistance follow up was advised
- Warwick Stadium staff member complete form
- Return form to reception
- Snr Receptionist to notify Management team of incident
- Snr Receptionist to file form in Reception

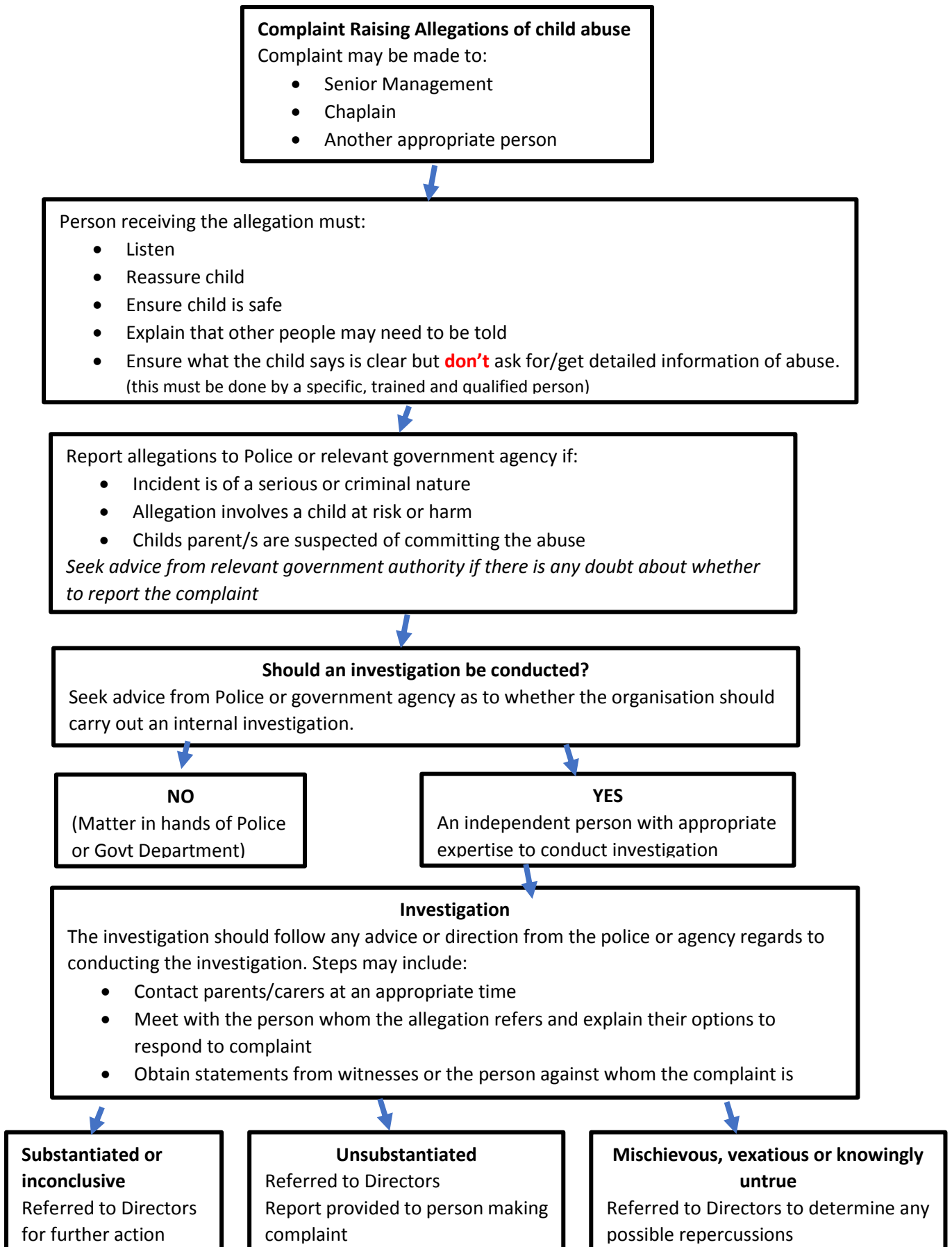
ATTACHMENT 4.1: Complaint Resolution flow chart

Where ever possible, if a person has a complaint or issue with someone their first port of call should be to try to talk calmly with that person. However, we realise this may not be appropriate for a number of reasons including, but not limited to; the issue being heated or a possible criminal accusation. The below is a flow chart for dealing with complaints.

If a suspected criminal issue, the issue may be raised to either Police or other appropriate Government Agency. (see 4.2)



ATTACHMENT 4.2: Complaint resolution procedure where child abuse is raised



ATTACHMENT 5: Examples of Harassment, Discrimination and Vilification

1. Sexual Harassment

1.1 Sexual harassment includes:

- A. An unwelcome sexual advance; or
- B. An unwelcome request for sexual favours; or
- C. Any unwelcome conduct of a sexual nature (including a statement, orally or in writing, of a sexual nature)

Where the person being harassed felt offended, humiliated or intimidated and this was reasonable in the circumstances.

1.2 Sexual harassment is often, but not need be, behaviour which either;

- A. Involves blackmail, in that the harassment is accompanied by a direct or implied threat, promise or benefit. For example, a coach who implies that a player's selection to a team is dependent on compliance with a sexual proposition; or
- B. Creates a hostile or sexually permeated environment, in that the harassment consists of crude remarks, jokes, the display of offensive material or makes the environment uncomfortable.

1.3 Examples of sexual harassment may include:

- A. Uninvited touching, kissing, embracing, massaging
- B. Staring, leering, ogling
- C. Smutty jokes and comments
- D. Persistent or intrusive questions about people's private lives
- E. Repeated invitations to go out, especially after prior refusal
- F. The use of promises or threats to coerce someone into sexual activity
- G. The display of sexually explicit material, eg internet use, computer screen savers, calendars, posters
- H. Getting undressed in front of others of the opposite sex
- I. Invading the privacy of others while showering or toileting
- J. Photographing others while undressing, showering or toileting
- K. Encouraging or coercion of a person to change sexual orientation or practices

1.4 Sexual harassment may be a criminal offence, for example:

Indecent assault, rape, obscene telephone calls or letters. If you believe that a criminal offence may have been committed, you should seek legal advice and/or notify the police. You can do this without divulging the name or identity of the complainant.

2. Racial Harassment

2.1 Racial Harassment includes:

Harassment based on colour, descent, national or ethnic origin, cultural activity and sometimes religion.

2.2 Examples of Racial harassment include:

- A. Jokes in which race is a significant characteristic of the 'butt' of the joke
- B. Hostile comments about food eaten, dress or religious or cultural practices
- C. Inferences that all members of a racial or cultural group have particular negative characteristics, such as laziness, drunkenness, greed or sexual promiscuity
- D. Parodying accents

3. Sexuality Harassment

3.1 Sexuality harassment includes;

Harassment based on actual or assumed homosexuality, heterosexuality, bi-sexuality or transsexuality

3.2 Examples of sexuality include:

- A. Jokes in which sexuality is a significant characteristic of the 'butt' of the joke
- B. Hostile comments about assumed sexual practices or social activities

3.3 In severe cases:

Such as threats or acts of violence against a homosexual person, sexuality harassment may be a criminal offence. If you believe that a criminal offence may have been committed, you should seek legal advice and/or notify the police. You can do this without divulging the name or identity of the complainant.

4. Disability Harassment

4.1 Disability harassment includes:

- A. Harassment based on physical, mental or psychological disability or
- B. Harassment of an associate or aide of a person with a disability

4.2 Examples of disability harassment include:

- A. Jokes where a particular disability is a significant characteristic of the 'butt' of the joke
- B. Interfering with a disability aid, (eg hearing aid)
- C. Obstructing a person in a manner that compounds their disability, (eg putting obstacles in the path of a person with a vision impairment)
- D. Mocking a person's disability
- E. Hostility based on assumed AIDS or HIV infection

5. Abuse

5.1 Abuse may be a form of harassment. It includes:

- A. Physical abuse, (eg assault)
- B. Emotional abuse, (eg blackmail, repeated requests or demands, excluding someone)
- C. Neglect, (eg failure to provide the basic physical and emotional necessities of life)
- D. Abuse of power, which the harasser holds the harassed

5.2 Examples of relationships in clause 5.1(d) that involve power disparity include:

A coach-player, manager-player, employer-employee, doctor-patient. People in such positions of power need to be particularly wary not to exploit that power.

5.3 Examples of abusive behaviour include:

- A. Bullying and humiliation of players by coaches, spectators and parents
- B. Verbal abuse and insults directed by players or parents at opposing participants
- C. Verbal and/or physical abuse of coaches by players, spectators, umpires or parents
- D. Verbal and/or physical abuse of umpires by players, coaches and spectators

5.4 Some forms of abuse may constitute a criminal offence, for example:

Assault and child abuse. If you believe that a criminal offence may have been committed, you should seek legal advice and/or notify the police. You can do this without divulging the name or identity of the complainant.

6. Coach-Player relationships:

CCSRA takes the view that intimate relationships (whether or not of a sexual nature) between coaches and players, while not necessarily constituting harassment, can have harmful effects on the individual player involved, on other players, and on the sport's public image. Such relationships may be perceived to be exploitative because there is usually disparity between coaches and players in terms of authority, maturity, status and dependence. Given there is always a risk of the relative power of the coach has been a factor in the development of such relationships, they should be avoided by coaches at all levels. In the event that a player attempts to initiate an intimate relationship, the coach must take a personal responsibility for discouraging such approaches, explaining the ethical basis for such actions. Whilst not necessarily constituting harassment, it is an offence for any coach, or official over 18 years of age to be involved in an intimate relationship (of any nature) with a player under the age of 18 years where that player is directly or indirectly under the control or supervision of that coach or official.

7. Victimisation

7.1 Discrimination also includes victimisation

Victimisation is where a person is subject to, or is threatened to suffer, any detriment or unfair treatment, because that person has or intends to pursue their legal rights under anti-harassment legislation.

8. Vilification

Vilification involves a person inciting hatred towards, serious contempt for, or severe ridicule of, a person or group of persons by public act. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

8.1 Some forms of vilification may be a criminal offence:

For example, where harm is threatened. If you believe that a criminal offence may have been committed, you should seek legal advice and/or notify the police. You can do this without divulging the name or identity of the complainant.