

***Gazelles Netball Club
MEMBER PROTECTION POLICY***

VERSION 1

Enacted 6 April 2019

IMPORTANT NOTE:

For this policy and other policies to be binding on clubs, their members and other relevant persons, they must be:

- formally incorporated or adopted into a club's constituent documents (being the Memorandum and Articles of Association; Constitution of a company; or the rules of an incorporated association) or the rules, regulations or by-Laws made under the constituent documents;
- be agreed to as part of a membership application, agreement, form, other contract with the Club, which relevant members and other persons intended to come within the scope of this policy are required to sign.

Contents

1.	Introduction	3
2.	Purpose of Our Policy	3
3.	Who Our Policy Applies To	3
4.	Extent of Our Policy	3
5.	Club Responsibilities	3
6.	Individual Responsibilities	4
7.	Protection of Children	4
7.1	Child Protection.....	4
7.2	Supervision	6
7.3	Transportation.....	6
7.4	Taking Images of Children.....	6
8.	Discrimination, Harassment and Bullying	6
8.1	Discrimination	6
8.2	Harassment	7
8.3	Bullying.....	7
9.	Inclusive practices	8
9.1	People with a disability	8
9.2	People from diverse cultures	8
9.3	Sexual & Gender Identity.....	8
9.4	Pregnancy.....	9
10.	Responding to Complaints	9
10.1	Complaints.....	9
10.2	Complaint Handling Process	9
10.3	Disciplinary Sanctions	10
	Attachment 1.1: MEMBER PROTECTION DECLARATION	11
	Attachment 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS	12
	Attachment 2: CODES OF BEHAVIOUR	13
	Attachment 3: DUTY STATEMENTS	15
	Attachment 4.1: REPORTING REQUIREMENTS AND DOCUMENTS- Record of Complaint	18
	Attachment 4.2: REPORTING REQUIREMENTS AND DOCUMENTS- PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE	20
	Attachment 4.3: REPORTING REQUIREMENTS AND DOCUMENTS- CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION	23

Gazelles Netball Club MEMBER PROTECTION POLICY

1. INTRODUCTION

Gazelles Netball Club is committed to providing a friendly and safe environment where all members can grow their netball knowledge and skills to their fullest potential. Equality and inclusiveness are at the core of the Gazelles Netball Club values.

2. PURPOSE OF OUR POLICY

The main objective of the Gazelles Netball Club (“our”, “us” or “we”) Member Protection Policy (“policy”) is to maintain responsible behaviour and the making of informed decisions by members and other participants in this club. It outlines our commitment to a person’s right to be treated with respect and dignity, and to be safe and protected from discrimination, harassment and abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them. It also covers the care and protection of children participating in our club’s activities.

3. WHO OUR POLICY APPLIES TO

This policy applies to everyone involved in the activities of our club whether they are in a paid or unpaid/voluntary capacity and including:

- club committee members, administrators and other club officials;
- coaches and assistant coaches and other personnel participating in events and activities, including camps and training sessions;
- support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others;
- referees, umpires and other officials;
- athletes;
- members, including any life members;
- parents;
- spectators; and
- any other person acting as a member of, or on behalf of, Gazelles Netball Club.

4. EXTENT OF OUR POLICY

Our policy covers all matters directly and indirectly related to the Gazelles Netball Club and its activities. In particular, the policy governs unfair selection decisions and actions, breaches of our code of behaviour and behaviour that occurs at training sessions, in the club rooms, at social events organised or sanctioned by the club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our club or sport into disrepute or there is suspicion of harm towards a child or young person.

5. CLUB RESPONSIBILITIES

We will:

- adopt, implement and comply with this policy;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behaviour at all times;

- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies;
- review this policy every 12-18 months; and
- seek advice from and refer serious issues to the Elizabeth Netball Association and Netball South Australia.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. INDIVIDUAL RESPONSIBILITIES

Everyone associated with our club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, and any state or territory Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. PROTECTION OF CHILDREN

7.1 Child Protection

The Gazelles Netball Club is committed to the safety and wellbeing of children and young people who participate in our clubs activities or use our services. We support the rights of the child and will act at all times to ensure that a child safe environment is maintained. We also support the rights and wellbeing of our officials and volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

Gazelles Netball Club acknowledges the valuable contribution made by our officials, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

7.1.1: Identifying and Analysing Risks of Harm

The Gazelles Netball Club will develop and implement a risk management strategy, which includes a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the action of an employee, volunteer or another person.

7.1.2: Developing Codes of Conduct for Adults and Children

We will continue to promote a code of conduct that specifies standards of conduct and care we expect of adults when they deal and interact with children, particularly those in our care. We will also implement a code of conduct to promote appropriate behaviour between children.

The codes clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

7.1.3: Choosing Suitable Employees and Volunteers

The Gazelles Netball Club will ensure that the organisation takes all reasonable steps to ensure that it engages the most suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. 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.

The Gazelles Netball Club will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of the screening process, the Gazelles Netball Club will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.1.4: Support, Train, Supervise and Enhance Performance

The Gazelles Netball Club will ensure that all our officials and volunteers who work with children have ongoing supervision; support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our club.

7.1.5: Empower and Promote the Participation of Children In Decision-Making And Service Development

The Gazelles Netball Club will promote the involvement and participation of children and young people in developing and maintaining a child-safe environment in our club.

7.1.6: Report and Respond Appropriately to Suspected Abuse and Neglect

The Gazelles Netball Club will ensure that officials and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable ground that a child has been, or is being, abused or neglected (See Attachment 4).

In addition to any legal obligations, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child or is in breach of this policy they may make an internal complaint.

Please refer to our complaints procedure in section 10 of this policy.

Any person who believes a child is in immediate danger or in a life threatening situation, should contact the police immediately.

7.2 Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

For reasons of courtesy and safety, parents must collect their children on time. If it appears a member will be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

7.3 Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and games).

7.4 Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own. We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos and cameras to be used inside changing areas, showers and toilets which we control or are used in connection with our club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests or school.

We will only use images of children that are relevant to our club's activities and we will ensure that they are suitably clothed in a manner that promotes our club.

8. DISCRIMINATION, HARASSMENT AND BULLYING

Our club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia: gender;

- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3 Bullying

The Gazelles Netball Club is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for

an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

9. INCLUSIVE PRACTICES

Our club is welcoming and we will seek to include members from all areas of our community.

The following are examples of some of our inclusive practices.

9.1 People with a disability

The Gazelles Netball Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

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

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4 Pregnancy

The Gazelles Netball Club is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, *she may make a complaint* (see section 10).

10. RESPONDING TO COMPLAINTS

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person making the complaint (complainant) will be given full details of what is being alleged against them and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and
- any penalties imposed will be reasonable.

More serious complaints may be escalated to the relevant netball association.

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

10.2 Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask what the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern;
- inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

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

- 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 problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to the relevant netball association; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to the relevant association and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on the association's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the anti-discrimination commission or other external agency.

10.3 Disciplinary Sanctions

Our club 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; and
- be determined by our constituent documents, by Laws and the rules of the game.

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, 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 our club considers reasonable and appropriate.

ATTACHMENT 1.1: MEMBER PROTECTION DECLARATION

The Gazelles Netball Club has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular 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 related to children or acts of violence.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
4. To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the *State/Territory of*

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

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

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

Name:.....

Signature:.....

Date:

ATTACHMENT 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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

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

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

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

South Australia

Contact the Department for Education and Child Development

Website: www.families.sa.gov.au/childsafes

Phone : 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Travelling to other states or territories

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

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

ATTACHMENT 2: CODES OF BEHAVIOUR

Officials/Administrators

- Conduct yourself in a responsible manner relating to language, temper and punctuality
- Do not engage in practices that affect your performance (eg alcohol and/or drug use)
- Be professional and accept responsibility for your actions
- Make a commitment to providing a quality service
- Operate within the rules and spirit of netball
- Be a positive role model

Players

- Learn the rules of the game and play fairly by them at all times
- Never argue with an official and abide by decisions, without argument or bad temper
- Conduct yourself in a responsible manner relating to language, temper and punctuality
- Work hard for your team at all times
- Acknowledge good play
- Treat all players both on and off the court, as you would like to be treated
- Do not engage in practices that affect sporting performance (eg alcohol and/or drug use)
- Cooperate with your coach, team mates, opponents and officials at all times
- Respect and acknowledge the contribution of those who create the opportunity for you to play – volunteers (scorers, coaches, timers, administrators and umpires)

Coaches

- Respect the rights, dignity and worth of every human being
- Ensure the players time is a positive experience
- Treat each player as an individual
- Be fair, considerate and honest with players
- Be professional and accept responsibility for your actions
- Make a commitment to providing a quality service to players
- Operate within the rules and spirit of netball
- Any physical contact with a player should be appropriate and necessary for the athlete's skill development
- Refrain from any form of personal abuse towards players
- Refrain from any form of sexual harassment towards players
- Provide a safe environment for training and competition
- Show concern and caution towards sick and injured players
- Do not engage in practices that affect coaching performance (eg alcohol and/or dug use)

Umpires

- Provide a safe and equitable playing arena

- Look and be the part by dress, punctuality and neutrality
- Carry out correct umpiring protocols
- Be vibrant and involved
- Develop a rapport with players
- Stay detached from team issues and sideline distractions
- Know and apply the rules and how they relate to the skills
- Be a positive role model in behaviour and personal appearance
- Be impartial and maintain integrity in your relationship with other umpires, players and coaches

Spectators

- Be courteous in support of your team and respect all persons including the umpire and other spectators
- Refrain from smoking on sidelines
- Show respect for your teams coach, the umpire and opponents
- Condemn the use of violence in any form
- Demonstrate appropriate social behaviour by not using foul language, the use of alcohol and/or drugs either prior to or during spectating

Reporting a Breach of the Code of Conduct

If you have a concern or would like to report a breach of the Code of Conduct contact either the President or Vice President of the Gazelles Netball Club.

The President and Vice President have the authority to discuss any breaches of the Code of Conduct with the person reported.

The President and Vice President may form a tribunal of made up of the President, Vice President and 2 other committee members and request the person in breach of the Code of Conduct to attend a hearing. The person in breach has the right to bring a witness to the hearing.

The tribunal has the authority to decide whether a breach of the Code of Conduct has occurred and if so set a suitable penalty for the breach. The outcome including penalty (if applicable) will be forwarded to the person in breach within 3 days of the hearing in writing. The penalty may include suspension or a request to leave the club.

ATTACHMENT 3: DUTY STATEMENTS

Club President

The President is ultimately responsible for the functioning of the Club. A thorough knowledge of the club constitution and meeting procedures if required.

Desirable Attributes:

- Be well informed of all of the clubs activities and able to provide oversight
- Be able to develop good relationships internally and externally
- Be forward thinking and committed to meeting the overall goals of the club
- Have a good working knowledge of the Constitution, rules and duties of office bearers
- Be able to work collaboratively with other committee members
- Be a good listener and attuned to the interests of members
- Be a good role model and a positive image for the club in representing the committee in other forums (e.g. association meetings)
- Be a capable public speaker

Key Duties:

- Chair committee meetings ensuring that they are run efficiently and effectively
- Act as a signatory for the club in financial purposes and monitor the clubs bank account in particular payments made
- Serve as a spokesperson for the club when required
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Represent the club at relevant association and community meetings

Vice President of seniors and Vice President of juniors

The Vice President(S) deputise for the President and assist in the fulfilment of club administrative functions.

Desirable Attributes:

- Be well informed of all activities and able to provide oversight
- Be a person who can develop good relationships internally and externally
- Be willing to step in for the President where needed including chairing meetings
- Be forward thinking and committed to meeting the overall goals of the club
- Have a good working knowledge of the Constitution, rules and duties of office bearers
- Be able to work collaboratively with other committee members
- Be a good listener and attuned to the interests of members
- Be a good role model and a positive image for the club in representing the committee in other forums (e.g. association meetings)
- Be a competent public speaker
- Be able to raise concerns with the President where they arise

Key Duties:

- In the event of the President being unable to fulfil his/her duties to step into that role
- Act as deputy chairperson for all committee meetings
- Ensure that the club's activities are in accordance with the constitution and code of conduct of the club

- Ensure the clubs procedures and documents are in order
- Ensure action items and resolutions are carried out
- Ensure the smooth running of the club on competition and training nights and provide support and guidance if any problems should arise
- Fulfil any other duties as the committee may request

Secretary

The secretary is one of the primary organisers of the club and is responsible for effective administration. You are the integral link between the club and its stakeholders as well as between the club and the association.

Desirable Attributes:

- Be organised
- Have good computer skills
- Be a good communicator
- Be able to keep confidential matters confidential

Key Duties:

- Maintain records of the committee and ensure effective management of club records
- Be responsible for all club correspondence & administrative duties enabling the club and its members to function effectively
- Ensure the registration of players and teams with the association and on MyNetball
- To work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Seeing that the club is properly represented at association meetings
- Formulate and update the clubs calendar of events

Club meetings are a big part of the secretary's roll within the club. Their duties regarding meetings are as follows:

- Convene all meetings, and send out invites
- Draw up the meeting agenda with the President or Vice presidents and provide supporting papers
- Take the minutes of the meeting and make sure they are correct
- Submit the minutes of all meetings to committee members and keep a record for the club

Treasurer

The treasurer is responsible for carrying out financial transactions as directed by the club executive, keeping and maintaining all club financial records and keeping the club informed of its financial position throughout the year.

Desirable Attributes:

- Good organisational skills
- Has some financial expertise
- Ability to maintain accurate records
- Dedicated club person
- Honest/trustworthy
- Computer skills
- Good communication skills

Key Duties:

- Administer all financial affairs of the club
- Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement to the President)
- Distribute, collect and lodge all club affiliation/registration documents and monies in conjunction with the secretary
- Act as an authorised signatory for the club bank account and monitor the account in particular payments made

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

ATTACHMENT 4.2: REPORTING REQUIREMENTS AND DOCUMENTS- PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

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

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with *Gazelles Netball Club* in a paid or unpaid capacity have a duty to report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

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

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

Step 2: Report the allegation

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

Step 3: Protect the child and manage the situation

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

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by Gazelles Netball Club).
- Gazelles Netball Club will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in **[Clause 9]** of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services http://www.communityservices.act.gov.au/ocyfs/reporting-child-abuse-and-neglect Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	
Northern Territory Police	Department of Children and Families

Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	www.childrenandfamilies.nt.gov.au Ph: 1800 700 250
Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/childsafes Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258

**ATTACHMENT 4.3: REPORTING REQUIREMENTS AND DOCUMENTS-
CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing, ensure the procedures outlined in *Procedure for Handling Allegations of Child Abuse* have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
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 sport	<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
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:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	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 and safe place and provided to the relevant authorities (police and government) should they require them.