



# RIDGEWOOD ATHLETICS CENTRE

## MEMBER PROTECTION POLICY

**MAY 2023**

**Version 2.0**





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## Record of Changes

Version	Date	Amendment	Next Review Date
01	November 2017	Original Document	November 2018
02 Matthew Vine	May 2023	<ul style="list-style-type: none"><li>Update to remove "Little" and refer to the association as Ridgewood Athletics Centre</li><li>Update Little Athletics WA to Athletics West</li></ul>	May 2024

## Related Legislation

This Policy and associated procedures provide for compliance with the requirements placed upon Ridgewood Athletics Centre, its affiliated Clubs and Athletics West through the:

- Children and Community Services Act 2004
- Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008
- Criminal Code Acts Amendment: Sexual Offences Act 1992 (WA)
- Disability Discrimination Act 1922 (CoA)
- Working with Children (Criminal Record Checking) Act 2004 (WA)
- Working with Children (Criminal Record Checking) Regulations 2005 (WA)





## 1. Introduction

Ridgewood Athletics Centre is committed to developing children of all abilities in fundamental skills associated with running, jumping and throwing. This will be delivered under the auspice of the RWAC and the Athletics West (Little Athletics Program) culture of *Family, Fun and Fitness*.

This policy must be adopted and implemented by Ridgewood Athletics Centre and by all Ridgewood Athletics Centre affiliated Clubs and members as determined in the Ridgewood Athletics Centre Constitution.

## 2. Purpose of the Policy

Ridgewood Athletics Centre Member Protection Policy aims to ensure via the mission statement, positive behaviours and attitudes are maintained in the sporting environment. It assists Ridgewood Athletics Centre in ensuring that every person involved in the sport is treated with respect and dignity, and is safe and protected from abuse. This policy also ensures that everyone involved in the sport is aware of his or her legal and ethical rights and responsibilities.

The policy attachments provide the procedures that support the commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from the sport. As part of this commitment, Ridgewood Athletics Centre will take disciplinary action, where considered appropriate, against any person or organisation bound by this policy if they breach it.

This policy has been endorsed by the Ridgewood Athletics Centre Executive Committee. The policy will come into effect on **15 May 2023** and will operate until replaced. This policy and/or its attachments may be amended from time to time as set down by the Executive Committee/ Ridgewood Athletics Centre Board.

Copies of the policy and its attachments can be obtained from the Ridgewood Athletics Centre website: [www.ridgewoodlac.org](http://www.ridgewoodlac.org) or by contacting the Ridgewood Athletics Centre Secretary; the website will show the current version of the policy and any attachments and should be sourced directly to accommodate amendments or updates.

## 3. Who the Policy applies to

This policy applies to the following, whether they are in a paid or unpaid, voluntary, employee or contractual capacity:

- Individuals sitting on boards, committees and sub-committees;
- Employees and volunteers;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- Coaches and assistant coaches;
- Athletes;
- Officials;
- Members, including life members;
- Affiliated Clubs and associated organisations;
- Any other person or organisation that is a member of or affiliated to Ridgewood Athletics Centre; and
- Parents, guardians, spectators and sponsors to the full extent that is possible.

***This policy will continue to apply to a person even after they have ceased their association or employment with Ridgewood Athletics Centre due to disciplinary action, relating to an allegation of child abuse against that person.***



## 4. Extent of the Policy

The policy covers unfair decisions, actions and breaches of the code of behaviour. These decisions, actions and behaviours may occur during, but are not limited to, competition, training, team selections, social and competition events organised or sanctioned by Ridgewood Athletics Centre or by affiliated Clubs including 'away' or 'overnight' trips or tours. It also covers private behaviour where that behaviour brings Ridgewood Athletics Centre or the sport of Athletics into disrepute or there is suspicion of harm towards a child or young person. The policy covers the personal behaviour of all members in a Little Athletics environment including behaviour in person, via telephone, via electronic communication and electronic mediums (e.g. social media).

## 5. Organisational Responsibilities

The individuals to whom this Policy applies (including but not limited to Board members, committee members, paid staff, members and volunteers) must:

- a. Adopt, implement and comply with this policy;
- b. Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- c. Ensure all volunteers / paid staff who are required, obtain a Working With Children Check (WWC Check) that it is valid and up to date;
- d. Ensure that there is sufficient supervision appropriate to the age of the children;
- e. Avoid one on one situations with children where possible;
- f. Promote appropriate standards of conduct at all times;
- g. Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner, with details to be supplied to the Ridgewood Athletics Centre Secretary for record purposes;
- h. Apply this policy consistently without fear or favour;
- i. Recognise and enforce any penalty imposed under this policy;
- j. Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies;
- k. Appoint or have access to appropriately trained people to receive and handle complaints and allegations and display the names and contact details in a way that is readily accessible; and
- l. Monitor and review this policy as required.

## 6. Individual Responsibilities

Individuals bound by this Policy are responsible for:

- a. making themselves aware of the Policy and complying with the codes and standards of behaviour it sets out;
- b. undertaking any training required by Ridgewood Athletics Centre or its affiliated Clubs in relation to this Policy;
- c. consenting to undergo screening as required under WA law to obtain Working with Children Check and / or obtain a National Police Clearance;
- d. placing the safety and welfare of children above other considerations;
- e. being accountable for their own behaviour;
- f. following the steps outlined in this Policy for making a complaint or reporting possible child abuse;
- g. complying with any decisions and / or disciplinary measures imposed under this Policy;
- h. co-operating to provide a Little Athletics environment free of discrimination, child abuse, bullying, sexual harassment or victimisation;

- i. understanding the possible consequences of breaching this Policy; and
- j. complying with all other requirements of this Policy.

## 7. Club Member Responsibilities

Clubs bound by this policy are responsible for:

- a. implementing and complying with the Ridgewood Athletics Centre Member Protection policy;
- b. promoting the policy to everyone involved in the club;
- c. promoting and modelling appropriate standards of behaviour at all times;
- d. responding to breaches or complaints made under the policy promptly, fairly, and confidentially
- e. maintaining the policy following any updates and / or amendments; and
- f. seeking advice from and refer serious issues to Ridgewood Athletics Centre.

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 Ridgewood Athletics Centre or Athletics West or Little Athletics Australia request to be referred to them.

## 8. Protection of Children

### 8.1 Child Protection

Ridgewood Athletics Centre is committed to the safety and wellbeing of all children and young people participating in athletics. Ridgewood Athletics Centre is required to comply with and abide by the Little Athletics Australia (LAA) National Child Protection Policy.

Ridgewood Athletics Centre supports the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. Ridgewood Athletics Centre also support the rights and wellbeing of volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Ridgewood Athletics Centre and its affiliated Clubs acknowledge that the Board, committees, members, employees and volunteers provide a valuable contribution to the positive experiences of children involved in our sport. Ridgewood Athletics Centre and its affiliated Clubs aim to continue this and to take measures to protect the safety and welfare of children participating in our sport in the following ways:

#### 8.1.1 Identify and Analyse Risk of Harm

Ridgewood Athletics Centre will develop and implement a risk management strategy, which includes a review of existing child protection practices, to determine how child-safe and child-friendly the organisation is and to determine what additional strategies are required to minimise and prevent risk of harm to children because of the action of a volunteer or another person.

#### 8.1.2 Develop Codes of Conduct for Adults and Children

Ridgewood Athletics Centre will ensure that the organisation has codes of conduct that specify standards of conduct and care when dealing and interacting with children, particularly those in the care of Ridgewood Athletics Centre. The organisation will also implement a code of conduct to address appropriate behaviour between children.

The code(s) of conduct will set out professional boundaries, ethical behaviour and unacceptable behaviour. (See Attachment 2)

### **8.1.3 Choose Suitable Board members, Committee Members, Employees and Volunteers**

Ridgewood Athletics Centre 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.

Ridgewood Athletics Centre will ensure that working with children checks / criminal history assessments are conducted for all employees and volunteers working with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, Ridgewood Athletics Centre will ensure that the criminal history information is dealt with in accordance with relevant state requirements. (See Attachment 1)

### **8.1.4 Support, Train, Supervise and Enhance Child Protection processes**

Ridgewood Athletics Centre will ensure that employees and volunteers who work with children 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.

### **8.1.5 Participation of Children In Decision-Making And Service Development**

Ridgewood Athletics Centre will promote the involvement and participation of children and young people in developing and maintaining child-safe environments when and where appropriate to do so.

### **8.1.6 Report and Respond Appropriately To Suspected Abuse and Neglect**

Ridgewood Athletics Centre will ensure that employees and volunteers are able to identify and respond to children at risk of harm through the delivery of regular training specific to Child Protection.

Ridgewood Athletics Centre will make all volunteers aware, through appropriate education, 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. (See Attachment 6)

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 the relevant Code of Conduct that they may make an internal complaint to Ridgewood Athletics Centre. Please refer to our complaints procedure outlined in Attachment 3 of this policy. This will explain what to do about the behaviour and how Ridgewood Athletics Centre will deal with the problem.

## **8.2 Supervision**

Members under the age of 18 must be supervised at all times by a responsible adult. Ridgewood Athletics Centre and its affiliated Clubs will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member'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 member will be left alone at the end of a session with just one child, the adult responsible for the session will ensure appropriate supervision is provided until the child is collected.

## **8.3 Transportation**

Parents / guardians are responsible for ensuring appropriate transport for their children to and from Ridgewood Athletics Centre, Club / Athletics West activities (e.g. training and events). Where Ridgewood Athletics Centre or an affiliated Club makes arrangements for the transportation of children (e.g. for away or overnight trips), a risk assessment that includes ensuring 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) is to be conducted by the President or activity supervisor. Documentation is to be maintained by the Ridgewood Athletics Centre Secretary.



## 8.4 Taking Images of Children

Images of children can be used inappropriately or illegally. Ridgewood Athletics Centre requires that members, wherever possible, obtain permission from a child's parent / guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. As a part of the registration requirements, parents and guardians must acknowledge permission for photographic use.

It is also a requirement that the privacy of others be respected and therefore the use of camera phones, videos and cameras inside changing areas, showers and toilets is strictly forbidden.

If Ridgewood Athletics Centre uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. Ridgewood Athletics Centre will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent / guardian. Ridgewood Athletics Centre will not display information about hobbies, likes / dislikes, school, etc. as this information can be used as grooming tools by paedophiles or other persons. Ridgewood Athletics Centre will only use appropriate images of a child, relevant to the sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

## 9. Anti-Harassment, Discrimination and Bullying

Ridgewood Athletics Centre opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening, whether this action is face-to-face, indirectly or via communication technologies such as mobile phone and computers.

Some forms of harassment, discrimination and bullying based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status may be unlawful pursuant to State / Territory and Federal legislation.

Ridgewood Athletics Centre and its affiliated Clubs prohibit all forms of sexual harassment, bullying, discrimination and victimisation.

It is the responsibility of all Board and committee members, employees, volunteers, other participants and all others bound by this Policy to ensure that proper standards of conduct are upheld in connection with little athletics and to take action to prevent discrimination, sexual harassment, bullying and victimisation.

If any person feels they are being sexually harassed, bullied, discriminated against or victimised by another person or organisation bound by this Policy, they may make an internal complaint in accordance with Attachment 3 of this Policy. In some circumstances they may also be able to make a complaint to an external organisation. (Refer to Attachment 3).

This Policy sets out what conduct will constitute discrimination, bullying, sexual harassment and victimisation (9.1 - 9.4) and provides some additional details (10 - 15).



## 9.1. Discrimination

9.1.1. Discrimination occurs when someone is treated unfavourably on the basis of a particular personal characteristic. This is known as direct discrimination.

9.1.2. Discrimination may also be indirect. Indirect discrimination is unreasonably imposing or proposing to impose a requirement, condition or practice that has or is likely to have the effect of disadvantaging persons with a particular personal characteristic.

9.1.3. In Australia, it is against the law to discriminate against someone because of their:

- a. age;
- b. disability/impairment (physical, intellectual, mental, or psychiatric);
- c. HIV /AIDS status;
- d. employment activity;
- e. industrial activity / inactivity or membership of an industrial association
- f. lawful sexual activity / sexual orientation;
- g. gender identity;
- h. transgender, transsexual or intersex status;
- i. marital or relationship status;
- j. physical features;
- k. political belief or activity;
- l. pregnancy, potential pregnancy or breastfeeding;
- m. race, colour, descent;
- n. national or ethnic origin;
- o. religious belief or activity;
- p. sex or gender;
- q. status as a parent or carer;
- r. family responsibilities;
- s. irrelevant criminal record;
- t. medical record; or
- u. personal association with someone who is identified by reference to any of the above attributes.

9.1.4 Unlawful discrimination may occur in a person's treatment in their employment or prospective employment; in the provision of goods, services or facilities; in their access to premises or through their participation in the activities of a club or sport.

9.1.5. Examples of discrimination are available on the Play by the Rules website: [www.playbytherules.net.au/legal-stuff/discrimination](http://www.playbytherules.net.au/legal-stuff/discrimination)

9.1.6. Some specific exceptions to State / Territory and Federal anti-discrimination law apply.

For example: Little Athletics is restricted to age limitations and event specifications are modified and assessed to be age appropriate.

## 9.2. Bullying

9.2.1. Bullying is repeated, unreasonable behaviour directed towards a person, or group of persons, that creates a risk to health and safety.

9.2.2. Bullying can be direct or indirect and it can include, but is not limited to, behaviours such as:

- a. abusive, insulting or offensive language;
- b. intimidating behaviour, for example, an attack or threat;
- c. malicious teasing or practical jokes;
- d. giving unreasonable assignments or deadlines;
- e. intruding on an individual's privacy by spying or stalking;
- f. displaying offensive material;
- g. taking credit for someone else's work;
- h. giving unfavourable duties to specific individuals;
- i. excluding or socially isolating individuals; or
- j. failure to intervene to stop bullying.

9.2.3 Bullying is not:

- a. legitimate and reasonable management action;
- b. legitimate and reasonable performance management processes;
- c. legitimate and reasonable disciplinary action; or
- d. legitimate and reasonable allocation of work in compliance with systems.

## 9.3. Sexual Harassment

9.3.1. Means unwanted, unwelcome or uninvited behaviour of a sexual nature which could reasonably be anticipated to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, displays of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

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

9.3.3. Sexual harassment can occur regardless of any 'innocent intent' on the part of the offender, and can take many forms and can be physical, visual, verbal or written.

9.3.4. Sexual harassment is prohibited regardless of the gender of the parties. A person can complain if he or she is harassed by someone of the same sex.

## 9.4. Victimization

9.4.1. Means subjecting a person, or threatening to subject a person, to any unfair treatment because that person has or intends to pursue their right to make any complaint, including a complaint under State / Territory or Federal legislation (e.g. anti discrimination) or under this Policy, or for supporting another person to make a complaint.

## 10. Sexual Relationships

10.1.1. Consensual sexual relationships between volunteer or paid personnel involved in the conduct or support of athletics over the age of 16 may not necessarily constitute sexual harassment or be contrary to any other law. However, Ridgewood Athletics Centre and its affiliated Clubs (where applicable and relevant) take the position that such relationships should be avoided as they can have harmful effects on the person involved, on other persons and may be detrimental to the promotion of Ridgewood Athletics Centre's culture of **Family, Fun and Fitness**.

10.1.2. These relationships can also be perceived to be exploitative due to the differences in authority, maturity, status and dependence between the athlete and coach, official, or athlete support personnel.

10.2. Recognising the risk that the relative power of the coach, official or athlete support personnel may be a factor in the development of such relationships, the coach, official, or athlete support personnel at all levels should avoid them.

10.3. In the event that an athlete attempts to initiate an intimate relationship, the coach, official, or athlete support personnel must take personal responsibility for discouraging such approaches and explaining the ethical basis for their actions.

10.4. Ridgewood Athletics Centre and its affiliated Clubs remind all Board and committee members, employees, volunteers, independent contractors, paid support staff, other participants and all others bound by this Policy that sex with a child is a criminal offence and such conduct will not be tolerated and will be reported.

## 11. Mandatory Reporting of Child Sexual Abuse

The *Children and Community Services Amendment (Reporting Sexual Abuse of Children) Act 2008* establishes the mandatory reporting of child sexual abuse in Western Australia. *Reporting of other forms of abuse is not mandatory.*

### 11.1 Definition of sexual abuse

'Sexual abuse' in relation to a child, includes sexual behaviour in circumstances where:

- a. the child is the subject of bribery, coercion, a threat, exploitation or violence; or
- b. the child has less power than another person involved in the behaviour; or
- c. there is a significant disparity in the developmental function or maturity of the child and another person involved in the behaviour.

This legislation is not intended to capture all sexual activity involving children and young people.

Reference should also be made to consent laws in Western Australia.

### 11.2 Definition of child

The definition of 'child' is defined in section 3 of the Act as a person who is under the age of 18 years. In the absence of positive evidence as to age, a child is a person who is apparently under 18 years of age.

In Western Australia, the mandatory reporters of child sexual abuse are the following professions in both the government and non-government sectors:

- a. Doctors;
- b. Nurses;
- c. Midwives;
- d. Teachers (includes Teacher Registration Board WA registered teachers, provisionally registered teachers, those having a limited authority to teach, persons instructing or supervising students as part of an educational programme); and
- e. Police officers.

However, all people working with our athletes, whether mandatory reporters or not, should continue to report reasonable beliefs about all forms of abuse.

The mandatory reporter is responsible for completing and submitting the report to the Department of Child Protection (DCP) through the Mandatory Reporting Service.

Once a report has been provided to the DCP, the report becomes a 'government record' held by the Department and must be treated by the Department in accordance with the requirements imposed on the Department by the Act and any other statutory obligations.

It is recommended that the individual making the report:

- a. keep a copy of the report and any notes provided to the Department;
- b. keep a record of receipt by the Department of the report (this is usually in the form of receipt number) as evidence that the report was made to the Department;

If, following a report, a family approaches Ridgewood Athletics Centre or an affiliated Club to receive support for their child, any ensuing interview will include a minimum of two members of the Executive Committee/Board to provide support. The focus of such meetings will be the welfare of the athlete concerned.

**Very important!** To avoid interfering with any investigative process initiated by DCP or the police, the reporter must seek advice from DCP or Police prior to informing the parent / carer of a concern of abuse or neglect.

*In cases of child sexual abuse, the legislation provides protection for the person reporting. Disclosure of the reporter's identity or identifying information to parents or any other party can incur a fine of \$24,000 and two years' imprisonment.*

There are exceptions where a reporter's identity is permitted. Even where disclosure is allowed, consideration will be given to ensuring the reporter's safety has been taken into account. Examples of when a reporter's identity may be revealed include;

- a. the Mandatory Reporting Service must send a copy of every written report to the WA Police;
- b. the WA Police may need to reveal a reporter's identity in order to investigate or prosecute a suspected offence;
- c. a Department for Child Protection officer may need to reveal the reporter's identity when certain child protection, family law or adoption proceedings are taking place;
- d. when the Reporter provides written permission for their identity to be disclosed.

The legislative requirements override any other internal policies, professional codes or confidentiality requirements of this or other Policies of the organisation.

A mandated reporter is also protected from liability. If a report is made in good faith, they will not incur any civil or criminal liability by making a report.

## 12. Pregnancy

12.1. Ridgewood Athletics Centre seeks to provide an inclusive sporting environment for pregnant women involved in little athletics. Ridgewood Athletics Centre expects everyone who is bound by this Policy to treat pregnant women with dignity and respect.

12.2. Ridgewood Athletics Centre will not tolerate any unlawful discrimination or sexual harassment against pregnant women or women who may become pregnant. Further details about behaviour that may amount to discrimination or sexual harassment are provided in the clause 9 of this Policy.

12.3. Ridgewood Athletics Centre and its affiliated Clubs will endeavour to take all reasonably practicable steps to ensure the safety, health and wellbeing of pregnant women and their unborn children.

12.4. Ridgewood Athletics Centre and its affiliated Clubs (where applicable and relevant) will seek to advise pregnant women of the risks involved in their duties in little athletics while pregnant and encourage them to obtain medical advice about those risks.

12.5 If any person feels they are being sexually harassed or discriminated against by another person or organisation bound by this Policy, they may make a complaint in accordance with clause 9 of this Policy.

## 13. Gender Identity

13.1. Ridgewood Athletics Centre and its affiliated Clubs seek to provide a safe, fair and inclusive sport environment in which people from all backgrounds can contribute and participate.

13.2. People who identify as transgender or transsexual should be treated fairly and with dignity and respect at all times. This includes acting with sensitivity when a person is undergoing gender transition.

13.3. Ridgewood Athletics Centre and its affiliated Clubs will not tolerate any unlawful discrimination, bullying or sexual harassment against a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual. Descriptions of some of the types of behaviour that could be regarded as discrimination, sexual harassment or bullying are provided in clause 9 of this Policy.

13.4. Ridgewood Athletics Centre and its affiliated Clubs recognise that the exclusion of transgender or transsexual people from participation in little athletics has significant implications for their health, well-being and involvement in community life. Ridgewood Athletics Centre and its affiliated Clubs will seek to support participation in little athletics by all people on the basis of the gender with which they identify.

13.5. Ridgewood Athletics Centre and its affiliated Clubs recognise there is debate over whether a male to female transgender person may obtain any physical advantage over other female participants. This debate is reflected in the divergent discrimination laws across the country. If issues of performance advantage arise, Ridgewood Athletics Centre will seek advice on the application of those laws in the particular circumstances.

13.6. If any person feels they are being sexually harassed, bullied or discriminated against by another person or organisation bound by this Policy, they may make a complaint in accordance with clause 9 of this Policy.

## 14. Cyber Bullying and Safety

14.1. Bullying and sexual harassment in all forms are regarded by Ridgewood Athletics Centre and its affiliated Clubs as unacceptable in little athletics. These forms of conduct are unlawful and have the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.

14.2. 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.

14.3. Ridgewood Athletics Centre and its affiliated Clubs will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

14.4. Frustration at an official, fellow athlete, coach or sporting body should never be communicated on social networking or internet websites. These issues should instead be addressed in a written or verbal statement or a complaint to Ridgewood Athletics Centre or the relevant affiliated Club.

## 15. Social Networking

15.1 Social Networking Websites - Ridgewood Athletics Centre acknowledges the enormous value of social networking websites, such as Facebook, Instagram and Twitter, to promote little athletics and celebrate the achievements and success of the people involved in little athletics.

15.2. Ridgewood Athletics Centre expects all people bound by this Policy to conduct themselves appropriately when using social networking sites to share information related to little athletics.

15.3. Ridgewood Athletics Centre's policy with regard to social media engagement is that when engaging in social media, all those bound by this Policy are clear about what / who they are representing; take responsibility for ensuring that any references to Ridgewood Athletics Centre, its affiliated Clubs, their staff and volunteers, Members and other little athletics participants are factually correct and accurate and do not breach confidentiality requirements and laws; and that respect is shown for the individuals, companies and communities with which there is interaction.

15.4. Social media postings, blogs, status updates and tweets:

- a. must not use offensive, provocative or hateful language;
- b. must not be misleading, false or injure the reputation of another person;
- c. should respect and maintain the privacy of others; and
- d. should, where relevant, promote little athletics in a positive way.

15.5. All those persons bound by this Policy should not post, send, forward or use any inappropriate information or material in any form of social media including but not limited to material which is:

- a. intended to (or could possibly) cause insult or offence to, or intimidation or humiliation of Ridgewood Athletics Centre its affiliated Clubs, sponsors, their staff and volunteers, Members and other little athletics participants;
- b. defamatory of or could adversely affect the image, reputation or viability of Ridgewood Athletics Centre, its affiliated Clubs, sponsors, their staff and volunteers, Members and other little athletics participants;
- c. contains any form of confidential information relating to Ridgewood Athletics Centre, its affiliated Clubs, sponsors, their staff and volunteers, Members and other little athletics participants.

## 16. Complaints Procedures

### 16.1. Handling Complaints

16.1.1. Ridgewood Athletics Centre aims to provide an easy to use, confidential and trustworthy procedure for complaints.

16.1.2. Any person (complainant) may report a breach of this Policy.

16.1.3. If a complainant feels comfortable doing so, they may wish to raise the issue with the person concerned and request that he or she stops engaging in the behaviour.

16.1.4. If the complainant does not feel comfortable confronting the person directly, or they have tried this and the behaviour continues, they may wish to make a complaint to their relevant contact person or the Ridgewood Athletics Centre Member Liaison Officer (MLO).

16.1.5. It is a good idea to make a written note about the behaviour including details of the date and time of the incident, what happened and any witnesses. All complaints are treated seriously by Ridgewood Athletics Centre and its affiliated Clubs. Once a complaint is received, the relevant organisation will deal with the matter in accordance with the procedures set out in Attachment 3 to this Policy.

16.1.6. Where a complaint relates to behaviour or an incident that occurred at the State level, or involves people operating at the State level, then the complaint should be reported to and handled by Athletics West.

16.1.7. Where a complaint relates to behaviour or an incident that occurred at the centre level, or involves people operating at the centre level, then the complaint should be reported to and handled by Ridgewood Athletics Centre.

16.1.8. Where a complaint relates to behaviour or an incident that occurred at the club level, or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club.

16.1.9. Individuals and organisations may also seek to have their complaint handled by an external agency under anti-discrimination, occupational health and safety, child protection, criminal or other relevant legislation.



## 16.2. Improper Complaints & Victimisation

16.2.1. Ridgewood Athletics Centre seeks to provide a complaints procedure that has integrity and is free of unfair repercussions or victimisation against the person making the complaint.

16.2.2. Ridgewood Athletics Centre also seeks to take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for helping to sort it out. Disciplinary measures may be imposed on anyone who victimises another person for making a complaint or supporting another person's complaint.

16.2.3. Any person covered by this Policy who is found to have knowingly made an untrue complaint, vexatious or malicious complaint may be subject to disciplinary action.

## 17. What is a Breach of this Policy?

17.1. It is a breach of this Policy for any person or organisation bound by this Policy to do anything contrary to this Policy, including but not limited to:

17.1.1. Acting in a manner contrary to this Policy.

17.1.2. Bringing little athletics, Ridgewood Athletics Centre, its affiliated Clubs or Athletics West into disrepute, or acting in a manner likely to bring little athletics, Ridgewood Athletics Centre, its affiliated Clubs or Athletics West into disrepute. This includes conduct that is dishonest, fraudulent, corrupt, illegal, unethical, improper, unsafe and conduct that may cause financial or reputational loss.

17.1.3. Failing to follow Ridgewood Athletics Centre or its affiliated Club's policies (including this Policy) and procedures for the protection, safety and well-being of children.

17.1.4. Discriminating against, sexually harassing or bullying (including cyber-bullying) any person covered by this Policy.

17.1.5. Victimising another person for making or supporting a complaint.

17.1.6. Engaging in a sexually inappropriate relationship with a person that he or she supervises, or has influence, authority or power over.

17.1.7. Verbally or physically assaulting another person, intimidating another person or creating a hostile environment within little athletics.

17.1.8. Appointing or continuing to appoint a person to a role that involves working with children and young people contrary to this Policy.

17.1.9. Disclosing to any unauthorised person or organisation any Ridgewood Athletics Centre, affiliated Clubs or Athletics West, information that is of a private, confidential or privileged nature.

17.1.10. Making a complaint that they know to be untrue, vexatious, malicious or improper.

17.1.11. Failing to comply with a penalty imposed after a finding that the individual has breached this Policy.

17.1.12. Failing to comply with a direction given to the individual as part of a disciplinary process.



## 18. Disciplinary Measures

18.1. Ridgewood Athletics Centre or its affiliated Clubs may impose disciplinary measures on an individual or organisation for a breach of this Policy.

18.2. Ridgewood Athletics Centre or its affiliated Clubs will seek to ensure that any disciplinary measure imposed is:

- a. fair and reasonable.
- b. applied consistent with any contractual and employment rules and requirements.
- c. based on the evidence and information presented and the seriousness of the breach.
- d. determined in accordance with the Ridgewood Athletics Centre Constitution, this Policy and / or the rules of Little Athletics.

18.3. If a finding is made that an individual has breached this Policy, one or more of the following forms of discipline may be imposed:

- a. A direction that the individual make a verbal and / or written apology.
- b. A written warning.
- c. A direction that the individual attend counselling or training to address their behaviour.
- d. In the event that a breach is committed by an athlete; a withdrawal of any awards, scholarships, placings, records, achievements bestowed in any competitions, activities or events held or sanctioned by Ridgewood Athletics Centre, its affiliated Clubs or Athletics West may be imposed.
- e. A demotion or transfer of the individual to another location, role or activity.
- f. A suspension of the individual's membership or participation or engagement in a role or activity.
- g. Termination of the individual's membership, appointment or engagement.
- h. A recommendation that Ridgewood Athletics Centre and/or the affiliate Club terminate the individual's membership, appointment or engagement.
- i. In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently.
- j. A fine.
- k. Any other form of discipline that the decision maker considers appropriate.

18.4. Criminal behaviour will be reported to the appropriate Government Department.

### 18.5. Factors to Consider

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

- a. the nature and seriousness of the breach.
- b. if the person knew, or should have reasonably known, that the behaviour was a breach of this Policy.
- c. the person's level of contrition.
- d. the effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences.
- e. if there have been any relevant prior warnings or disciplinary action.
- f. the ability to enforce discipline if the person is a parent or spectator (even if they are bound by the Policy).
- g. any other mitigating circumstances.
- h. is the behaviour deemed to be of a criminal nature in the eyes of a reasonable person (regardless of the level of contrition)?

## 19. Amendment and Interpretation

This Policy and its attachments may be amended, withdrawn or replaced from time to time by Ridgewood Athletics Centre in its sole discretion.

## 20. Appeals

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by Ridgewood Athletics Centre or its affiliated Clubs to the next relevant authority within the structure of the sport. 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.

## 21. Attachments

### Attachment 1: Working with Children Check requirements

The following information is subject to change at any time, refer to the WWC website for clarification.

#### Western Australia

The Working with Children Check (WWC Check) 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 should still be required to complete the non-WWC Check screening process. There are other exemptions, for example volunteers under 18 years old. Further details about exemptions can be found on the Working with Children Website. [www.workingwithchildren.wa.gov.au](http://www.workingwithchildren.wa.gov.au)

Only those in child-related work under the Act may apply.

Applicants will be issued with either:

- a. An Assessment Notice in the form of a WWC Card enabling them to be in all types of child-related work for three years unless there are new offences of concern.
- b. An Interim Negative Notice, which prohibits them from child-related work until a final decision is made on their application.
- c. 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 visit the Working with Children Website or telephone 1800 883 979 (toll free).

## Attachment 2: Codes of Conduct

### General Code of Conduct

As a person required to comply with this Policy, you must meet the following requirements with regard to your conduct during any activity held or sanctioned by Athletics West, Member Centres or Clubs:

1. Respect the rights, dignity and worth of all people involved in little athletics regardless of their gender, ability, cultural background or religion.
2. Be ethical, fair, considerate and honest in all dealings with others.
3. Make a commitment to providing a quality service.
4. Operate within the rules and spirit of little athletics including national and state guidelines, constitution and policies which govern Athletics West, Member Centres and Clubs.
5. Do not use your involvement with little athletics to promote your own beliefs, conducts or practices where these are inconsistent with those of Athletics West, Member Centres or Clubs.
6. Demonstrate a high degree of individual responsibility as your words and actions are an example to little athletes.
7. Always place the safety and welfare of little athletes and children above other considerations.
8. Avoid unaccompanied and unobserved activities with little athletes, wherever possible.
9. Comply with all relevant Australian laws (Federal and State), particularly antidiscrimination, occupational health and safety and child protection laws.
10. Refrain from any conduct that may bring Athletics West, Member Centres or Clubs into disrepute.
11. Provide a safe environment for the conduct of the activity.
12. Show concern and caution towards others who may be sick or injured.
13. Be a positive role model.
14. Be responsible and accountable for your conduct.
15. Never use bad language.
16. Abide by the relevant Athletics West role-specific codes of conduct and understand the consequences if you breach, or are aware of any breaches of this Code of Conduct.



## Administrator Code of Conduct

In addition to Athletics West General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Ridgewood Athletics Centre and its affiliated Clubs in your role as an administrator:

1. Be fair, considerate and honest in all dealings with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards. Bad language is not to be used at any time.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Be aware of and comply with your legal responsibilities, including under anti-discrimination, child protection and occupational health and safety legislation.
6. Develop a positive little athletics environment by emphasising enjoyment and by providing appropriate development and competitive experiences. Remember little athletes participate for enjoyment. Play down the importance of rewards.
7. Involve all relevant stakeholders (players, coaches, officials, parents) in the planning, evaluation, leadership and decision-making related to little athletics programs and events.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating little athletes. Activities, rules, equipment, length of activities and training schedules should take into consideration the age, ability and maturity level of the little athletes.
9. Ensure that everyone (administrators, coaches, little athletes, officials, parents, spectators and sponsors) emphasise fair play in all little athletics activities.
10. Where appropriate, distribute the Codes of Conduct to coaches, little athletes, officials, parents and spectators.
11. Ensure equal opportunities for participation in athletics are made available to all children within the defined age groups, regardless of ability, size, shape, sex, disability or ethnic origin.
12. Ensure adequate supervision is provided by coaches and officials capable of developing appropriate positive behaviour and skill technique related to the activity.
13. Focus on the needs of the athletes rather than the enjoyment of the spectators.
14. Provide the opportunity for clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate behaviour and skill technique.



## Coaches Code of Conduct

In addition to Athletics West General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Ridgewood Athletics Centre and its affiliated Clubs in your role as a coach:

1. Operate within the rules and spirit of little athletics, promoting 'fair play'.
2. Develop a positive little athletics environment by emphasising enjoyment and by providing appropriate development and competitive experiences.
3. Support opportunities for participation in all aspects of little athletics.
4. Treat each person as an individual. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
5. Display control, courtesy and respect to all involved with little athletics.
6. Respect the decisions of officials, other coaches and administrators in the conduct of little athletics programs and competitions.
7. Wherever practical, avoid unaccompanied and unobserved one-on-one activity when in a supervisory capacity or where a power imbalance exists with little athletes.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating little athletes. Activities, rules, equipment, length of activities and training schedules should take into consideration the age, ability and maturity level of the little athletes.
9. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
10. Ensure your decisions and actions contribute to a safe environment. Place the safety and welfare of the little athletes above all else.
11. Ensure your decisions and actions contribute to an environment free of sexual harassment, bullying, discrimination or victimisation.
12. Any physical contact with little athletes should be appropriate to the situation and necessary for the little athletes' skill development.
13. Be honest and do not allow your qualifications / accreditation to be misrepresented.
14. Be reasonable in your demands on little athletes' time, energy and enthusiasm.
15. Teach little athletes that the rules of the sport are mutual agreements which no one should evade or break.
16. Group athletes according to age and physical maturity whenever possible.
17. Avoid over-coaching the better performing athletes, all athletes deserve and need equal time.
18. Remember children participate for fun and enjoyment and winning is only part of their motivation.
19. Never ridicule, yell at or scold little athletes for making mistakes or losing an event.
20. Ensure equipment and facilities meet safety standards and are appropriate to the age and ability of the little athletes.
21. Develop little athletes to have a respect for the ability of other little athletes as well as for the judgement of officials and coaches.
22. Follow the advice of a physician when determining when an injured little athlete is ready to recommence training or competition.
23. Demonstrate appropriate social behaviour by not harassing athletes, other coaches or officials, smoking or being intoxicated at Little Athletics.



**ATHLETICS WEST**

24. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of children.
25. Remember that athletes need a coach they can respect. Be generous with your praise when it is deserved for effort and skill. Set a good example, not only with your behaviour, but also with dress and equipment.
26. Never use bad language.





## Little Athlete Code of Conduct

In addition to Athletics West General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Ridgewood Athletics Centre and its affiliated Clubs in your role as a little athlete:

1. Respect the rights, dignity and worth of fellow little athletes, coaches, officials and spectators.
2. Refrain from conduct that could be regarded as sexual harassment, discrimination, bullying or victimisation.
3. Respect the talent, potential and development of fellow little athletes and competitors.
4. Participate fairly and safely.
5. Be frank and honest with your coach concerning illness and injury and your ability to fully train and compete.
6. Conduct yourself in a responsible manner relating to language, temper and punctuality.
7. Abide by the rules and respect the decision of the officials. Be courteous and use the correct process when seeking a rule clarification.
8. Be honest in your attitude and preparation to training.
9. Co-operate with coaches and officials in relation to programs that adequately prepare you for competition.
10. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).
11. Applaud all good performances, by your opponents.
12. Respect and acknowledge the contribution of those who create the opportunity for you to compete (e.g. coaches, timekeepers, administrators and officials).
13. Participate in Little Athletics for the 'fun of it' and not just to please parents and coaches.
14. Compete according to the rules.
15. Any approach to an official should be in a courteous manner. Never argue with an Official.
16. Control your temper. Verbal abuse of officials or other athletes, deliberately distracting or provoking another athlete is not acceptable, nor permitted in our sport.
17. Never use bad language.
18. Be a good sport. Acknowledge all good results, whether they are by little athletes at your Centre / Club, or another Centre / Club.
19. Any form of cheating is unacceptable.
20. Work equally hard for yourself and / or your Centre / Club as both will benefit.
21. Treat all athletes as you would like to be treated. Do not interfere with, bully or take unfair advantage of another athlete.
22. Co-operate with your coach, club mates and other athletes. Without them there would be no competition.







## Officials Code of Conduct

In addition to Athletics West General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Ridgewood Athletics Centre and its affiliated Clubs in your role as an official:

1. Officiate according to the rules and where subjective judgement is necessary decide on the basis of what is fair to all athletes.
2. Treat all little athletes, coaches, administrators, parents and other officials with respect.
3. Place the safety and welfare of the little athletes above all else, including by:
  - a. Ensuring the competition track / enclosure and its surrounds are compliant with the rules.
  - b. Taking appropriate action to manage dangerous situations.
4. Maintain a high standard of personal conduct at all times.
5. Be a positive role model through conduct and personal appearance projecting a favourable image of little athletics and officiating at all times.
6. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying or victimisation.
7. Be courteous, respectful and open to discussion and interaction with other little athletics participants.
8. Maintain or improve your current performance level and seek continual improvement.
9. Be honest and do not allow your qualifications / accreditation to be misrepresented.
10. Be consistent, objective and courteous in calling all infractions.
11. Commend honest effort not just performance excellence.
12. Condemn unsporting behaviour and promote respect for all opponents.
13. Use common sense to ensure that the Spirit of the Sport is not lost by over officiating.
14. Ensure equipment and facilities meet safety standards and are appropriate to the age and ability of the athletes.
15. Encourage the principles of participation for fun and enjoyment.
16. Co-operate with other officials to discourage improper conduct by spectators.
17. Make a personal commitment to keep yourself informed of sound officiating principles and rule changes.
18. Ensure that your behaviour is consistent with the principles of good sporting behaviour. Actions speak louder than words.
19. Never use bad language.





## **Parent/ Guardian Code of Conduct**

In addition to Athletics West General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Ridgewood Athletics Centre and its affiliated Clubs in your role as a parent / guardian:

1. Encourage your child to participate but do not force them. Remember children are involved in Little Athletics for their enjoyment, not yours.
2. Focus upon your child's efforts and performance rather than the overall outcome of the event. This assists your child in setting realistic goals related to his / her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as winning, so that the result of each event is accepted without undue disappointment.
4. Encourage your child to always participate according to the rules.
5. Be a model of good sports conduct for children to copy. Applaud good performances and effort by all little athletes.
6. Never ridicule, yell at or scold a little athlete for making a mistake or losing.
7. Never use bad language.
8. If you disagree with an official or coach raise the issue through the appropriate channels rather than question their judgement and honesty in public.
9. Refrain from conduct which could be regarded as sexual harassment, discrimination, bullying or victimisation.
10. Recognise and respect the value and importance of volunteer administrators, coaches and officials. They give up their time and resources to provide recreational activities for little athletes and deserve your support.
11. Be courteous in communication with administrators, coaches, little athletes and officials. Teach your child to do the same.
12. Support the use of age appropriate development activities and modified rules.
13. Turn defeat into victory by encouraging your child to work towards skill improvement, good sportsmanship and attaining personal best performances.





## Spectator Code of Conduct

In addition to Athletics West General Code of Conduct, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Ridgewood Athletics Centre and its affiliated Clubs in your role as a spectator:

1. Remember that most little athletes participate in little athletics activities for fun. They are not participating for the entertainment of spectators. They are not small adults.
2. Applaud good performance and efforts by each little athlete. Congratulate all participants upon their performances regardless of the event outcome.
3. Respect the decision of the officials. Encourage little athletes to participate according to the rules and the official decisions, and develop your own knowledge of the rules. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the athletes to do likewise.
4. Never ridicule or scold a little athlete for making a mistake during an event. Positive comments are motivational.
5. Refrain from conduct that could be regarded as sexual harassment, discrimination, bullying or victimisation.
6. Do not use foul or bad language, sledge or harass administrators, coaches, little athletes, officials or other spectators.
7. Condemn the use of violence in any form, be it by administrators, coaches, little athletes, officials or other spectators.
8. Support the use of age appropriate development activities and modified rules.
9. Keep to designated spectator areas and do not encroach on the arena or other competition sites.
10. Show respect for each athlete. Without them there would be no events.
11. Encourage athletes to follow the rules and the officials' decisions.
12. Demonstrate appropriate social behaviour by not harassing athletes, coaches or officials, smoking on the arena or being intoxicated.



### Attachment 3: Complaints Procedures

Ridgewood Athletics Centre aims to support people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way. A complaint can be about an act, behaviour, omission, situation or decision that someone thinks is unfair, unjustified, unlawful and / or a breach of this Policy.

Complaints will always vary. They may be about individual or group behaviour; they may be extremely serious or relatively minor; they may be about a single incident or a series of incidents; and the person about who the allegation is made may admit to the allegations or emphatically deny them.

Given all of the variables that can arise, the approach of Ridgewood Athletics Centre to an individual complaint may vary. Individuals and organisations to which this Policy applies may also pursue their complaint externally under antidiscrimination, child-protection or other relevant legislation.

If at any point in the complaint process it is determined that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter will be referred to the hearings tribunal Ridgewood Athletics Centre for appropriate action in accordance with the procedure at Attachment 7.

All complaints will be kept confidential as far as possible and will not be disclosed to another person without the complainant's consent except if law requires disclosure or if disclosure is necessary to effectively deal with the complaint.

#### Informal Approaches

The following steps may be taken to assist in the resolution of complaints under this Policy:

**Step 1:** Talk with the other person (if safe, reasonable and appropriate).

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

**Step 2:** Contact a Member Liaison Officer (MLO).

2.1 If the first step is not possible or reasonable; if you are not sure how to handle the problem by yourself; if you want to talk confidentially with someone and find out what options are available to resolve the problem; or the problem continues after you approached the other person, you may contact:

- a. a MLO; or
- b. another appropriate person within the organisation (e.g. administrator, Board or committee member, coach etc.).

2.2 If the person approached is a MLO, they may:

- a. take notes about your complaint (which the MLO will keep in a secure and confidential place);
- b. try to find out the facts of your complaint;
- c. ask what outcome, how you want the problem resolved and if you need support;
- d. provide possible options for you to resolve the problem;
- e. explain how our complaints procedure works;
- f. act as a support person if you so wish;
- g. refer you to an appropriate person to help you resolve the problem, if necessary;
- h. inform the relevant government authorities and / or police if required by law to do so; and
- i. maintain confidentiality as far as possible.

### **Step 3: Outcomes from Initial Contact.**

#### 3.1 After talking with the MLO you may decide:

- a. there is no problem;
- b. the problem is minor and you do not wish to take the matter forward;
- c. to try and resolve the problem on your own, with or without a support person such as a MLO;
- d. to resolve the problem with the help of someone impartial, such as a mediator; or
- e. to resolve the matter through a formal process.

3.2 If you wish to remain anonymous, Ridgewood Athletics Centre, its affiliated Clubs or Athletics West may not be able assist you to resolve your complaint. In order to follow the principles of natural justice and to be fair to both sides, Ridgewood Athletics Centre, its affiliated Clubs, Athletics West, or you may be required to provide the person / people you have complained about with full details of the complaint so they have a fair chance to respond to all the allegations.

### **Formal Approaches**

#### **Step 4: Making a Formal Complaint.**

4.1 If your complaint is not resolved to your satisfaction, you may make a formal complaint in writing to the relevant little athletics body or approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice.

#### 4.2 To avoid any doubt, any complaint relating to:

- a. an Ridgewood Athletics Centre or one of its affiliated Club programs, personnel or event shall be referred to the Ridgewood Athletics Centre Member Liaison Officer or the affiliated Club running the program;
- b. a Athletics West program, personnel or the event shall be referred to Athletics West.

4.3 Upon receipt of a formal complaint, the relevant little athletics body will appoint a Hearing Officer to handle the complaint and will inform you of the identity of the Hearing Officer appointed.

### **Making a Formal Complaint**

#### **Step 5: Hearing Officer Process**

5.1 If you decide to make a formal complaint in writing under Step 4, the Hearing Officer will, on receiving the formal complaint and based on the material you have provided, decide whether:

- a. the complaint is properly made under this Policy;
- b. they are the most appropriate person to receive and handle the complaint;
- c. the nature and seriousness of the complaint requires a formal resolution procedure;

Some complaints may be of a minor and / or purely personal nature with no connection to the activities of Ridgewood Athletics Centre, its affiliated Clubs or Athletics West. In these cases, the Hearing Officer may determine that the complaint does not warrant a formal resolution procedure;:

- d. appoint a person to investigate the complaint;
- e. refer the complaint to an informal or formal mediation session;
- f. refer the complaint to a hearings tribunal;
- g. refer the matter to the police or other appropriate authority; and/or
- h. implement any interim administrative or other arrangements that will apply until the complaint process is completed.

5.2 In making the decision(s) outlined above, the Hearing Officer will take into account:

- a. whether they have had any personal involvement in the circumstances giving rise to the complaint and, if so, whether their ability to impartially manage the complaint is compromised or may appear to be compromised;
- b. whether, due to the nature of the complaint, specific expertise or experience may be required to manage the complaint;
- c. your wishes, and the wishes of the respondent, regarding the manner in which the complaint should be handled;
- d. whether, due to the nature of the complaint, the relationship between you and the respondent and any other relevant factors, the complaint should be referred (or should not be referred) to informal or formal mediation or to a hearings tribunal.

Relevant factors may include an actual or perceived power imbalance between you and the respondent, the nature of any ongoing working relationship between you and the respondent, and the personal attributes of you and the respondent (for example, if one party does not speak English fluently, some of the possible complaints resolution mechanisms may not be appropriate);

- e. the nature and sensitivity of any information or other material that must be provided by you, the respondent, and any of the other people involved in the complaint;
- f. whether the facts of the complaint are in dispute; and
- g. the urgency of the complaint, including the likelihood and the consequences (if the complaint is ultimately proven) that you will be subject to further unacceptable behaviour while the complaint process set out in these procedures is being conducted.

5.3 If the Hearing Officer determines they are the appropriate person to handle the complaint they will, to the extent that these steps are necessary:

- a. get full information from you (the complainant) about your complaint and how you want it resolved (if this information has not already been obtained through earlier steps);
- b. put the information they have received from you to the person / people you're complaining about and ask them to provide their side of the story;
- c. decide whether they have enough information to determine whether the matter alleged in your complaint did or didn't happen; and / or
- d. determine what, if any, further action to take. This action may include disciplinary action in accordance with Attachment 8, appointing a person to investigate the complaint, referring the complaint to an informal or a formal mediation session or a hearings tribunal and / or referring the complaint to the police or other appropriate authority.

#### **Step 6: Resolution Process**

6.1 In some cases, an investigation may be required to determine the facts surrounding the complaint. If investigation is considered appropriate, it will be conducted in accordance with Attachment 5.

6.2 If the complaint is referred to an informal or a formal mediation session under Step 5, the mediation session will be conducted in accordance with Attachment 4 or as otherwise agreed by you and the respondent.

6.3 If the complaint is referred to a hearings tribunal under Step 5, the hearing will be conducted in accordance with Attachment 7.

6.4 If the complaint is referred to the police or other appropriate authority under Step 5, Ridgewood Athletics Centre or its affiliated Club will use its best endeavours to provide all reasonable assistance lawfully required by the police or other appropriate authority.



6.5 If interim administrative or other arrangements are implemented under Step 5, Ridgewood Athletics Centre, its affiliated Club or Athletics West will endeavour to periodically review these arrangements to ensure that they are effective.

6.6 Any reasonable costs relating to the complaint process set out in this Policy (e.g. investigation and / or mediation and / or hearings tribunal) are to be met by Ridgewood Athletics Centre, its affiliated Club or Athletics West.

### **External Procedure**

If you feel that you have been sexually harassed, discriminated against, or victimised, you can seek advice from your State or Territory anti-discrimination or equal opportunity commission or from the Australian Human Rights Commission.

Contact details for the state and territory anti-discrimination and equal opportunity commissions are available on the Play by the Rules website:

[www.playbytherules.net.au/resources/quick-reference-guide](http://www.playbytherules.net.au/resources/quick-reference-guide)

Serious incidents, such as assault or sexual assault, should be reported to the police.





## Attachment 4: Mediation

Mediation is a process that allows the people involved in a complaint to talk through the issues with an impartial person 'the mediator' and work out a mutual solution. The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to talk through the issues and makes sure that the process is as fair as possible for all concerned. This attachment outlines the general procedure of mediation that will be followed by Ridgewood Athletics Centre or its affiliated Clubs.

1. The people involved in a formal complaint (you and respondent(s)) may work out their own resolution of the complaint or seek the assistance of a neutral third person or a mediator. Mediation may occur at any stage in the complaints process.
2. Mediation may not be appropriate if:
  - a. You or respondent(s) are unwilling to attempt mediation;
  - b. when the issues raised are sensitive in nature;
  - c. when there is a real or perceived power imbalance between the people involved;
  - d. matters involve serious, proven allegations;
  - e. due to the nature of the complaint, the relationship between you and the respondent(s) and any other relevant factors, the complaint is not suitable for mediation.
3. If mediation is chosen to try and resolve the complaint, Ridgewood Athletics Centre or its affiliated Clubs will arrange for a mediator to mediate the complaint.
4. The mediator's role is to assist you and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with you and respondent(s), will choose the procedures to be followed during the mediation.
5. The mediation will be conducted confidentially and without prejudice to the rights of you and the respondent(s) to pursue an alternative process if the complaint is not resolved.
6. At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached between you and respondent(s) and it will be signed by all as their binding agreement.
7. If a resolution is reached at mediation, no further action may be taken under this Policy (except by agreement between the parties).
8. If the complaint is not resolved by mediation, you may:
  - a. Request that the complaint proceed in accordance with Step 5 (formal complaint); or
  - b. Approach an external agency such as an anti-discrimination or equal opportunity commission to resolve the matter.



## Attachment 5: Investigation Procedure

There will be times when a complaint will need to be investigated and evidence gathered. Investigations may be conducted internally or externally. An investigation helps determine the facts relating to the incident, as well as possible findings and recommendations. Any investigation that Ridgewood Athletics Centre, its affiliated Clubs or Athletics West conducts will seek to be fair to all people involved. If Ridgewood Athletics Centre, one of its affiliated Clubs or Athletics West decide that a complaint should be investigated, the following steps are to be followed:

1. An investigator will be appointed (from within the Ridgewood Athletics Centre / affiliated Club / Athletics West or external independent).
2. The investigator will be provided with the terms of engagement and scope of the Investigator's role.
3. You will be interviewed and the complaint documented in writing.
4. The details of the complaint will be conveyed to the person(s) complained about (respondent(s)).
5. The respondent(s) will be interviewed and given the opportunity to respond. The respondent(s) response to the complaint will be documented in writing.
6. If there is a dispute over the facts, then statements from witnesses and other relevant evidence will be obtained to assist in a determination.
7. The investigator will make a finding as to whether the complaint is:
  - a. substantiated (there is sufficient evidence to support the complaint);
  - b. inconclusive (there is insufficient evidence either way);
  - c. unsubstantiated (there is sufficient evidence to show that the complaint is unfounded); and / or
  - d. mischievous, vexatious or knowingly untrue.
8. The findings of the investigation will be communicated to the Hearing Officer or hearings tribunal to determine what, if any, further action is warranted. This action may include disciplinary action in accordance with Attachment 8, referring the complaint to an informal or a formal mediation session or a hearings tribunal and / or referring the complaint to the police or other appropriate authority.
9. The findings of the investigation will be communicated to you and the respondent(s) as appropriate.
10. Both you and the respondent(s) are entitled to support throughout this process from their chosen support person (e.g. MLO or other person).



## Attachment 6: 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](http://www.playbytherules.net.au).

Ridgewood Athletics Centre, its affiliated Clubs and Athletics West treat allegations of child abuse or neglect seriously and will endeavour to manage such complaints promptly and with sensitivity. All people working with Ridgewood Athletics Centre, its affiliated Clubs or Athletics West 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**

1.1 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 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**

2.1 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.

2.2 Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.

2.3 If the allegation involves a person to whom this policy applies, then also report the allegation to Ridgewood Athletics Centre and the affiliated Club.

#### **Step 3: Protect the child and manage the situation**

3.1 If Ridgewood Athletics Centre or an affiliated Club receive a report of allegations of child abuse, the following steps may be taken as appropriate:

- a. The appropriate person from Ridgewood Athletics Centre or the affiliated Club 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.
- b. 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.
- c. The appropriate person from Ridgewood Athletics Centre or the affiliated Club will consider what services may be most appropriate to support the child and his or her parent(s).
- d. The appropriate person from Ridgewood Athletics Centre or the affiliated Club will consider what support services may be appropriate for the alleged offender.
- e. The appropriate person from Ridgewood Athletics Centre or the affiliated Club 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**

4.1 If Ridgewood Athletics Centre or an affiliated Club receives a report of allegations of child abuse, the following steps may be taken as appropriate:

- a. Regardless of the findings of any investigation conducted by the police and / or child protection agency, the appropriate person from Ridgewood Athletics Centre or the affiliated Club may assess the allegations to decide whether the alleged offender should return to his or her position, be dismissed, be banned or face any other disciplinary action.
- b. The appropriate person from Ridgewood Athletics Centre or the affiliated Club may consider all information relevant to the matter including any findings made by the police, the child protection authority and / or court to determine a course of action.
- c. If disciplinary action is recommended, the appropriate person from Ridgewood Athletics Centre or the affiliated Club may follow the procedures set out in Clause 18 or Attachment 8.
- d. The appropriate person from Ridgewood Athletics Centre or the affiliated Club may provide the relevant government agency with a report of any disciplinary action taken, where this is required.



## Attachment 7: Hearings Procedure

The following hearing procedure will be followed by hearings tribunals established by Ridgewood Athletics Centre and its affiliated Clubs.

1. Where considered appropriate, a hearings tribunal may be formed to hear a formal complaint for an alleged breach of this Policy.
2. Where a hearings tribunal is considered appropriate, the following steps will be taken:
  - a. the composition of the hearings tribunal will be determined, as detailed in clause 3;
  - b. the respondent will be provided:
    - i. a notice setting out the date, time and place for the hearing of the formal complaint, which shall be as soon as reasonably practicable after receipt of the formal complaint or information; and
    - ii. a copy of the formal complaint referred to as “the Notice of Alleged Breach”.
  - c. the hearings tribunal will be provided with a copy of the Notice of Alleged Breach and any written response provided by the respondent.
3. The hearings tribunal for each hearing shall be appointed by the Board (however described) of Ridgewood Athletics Centre or the affiliated Club (if applicable) and shall comprise of the following persons:
  - a. a barrister or solicitor (who shall be the chairperson) or, if after reasonable attempts have been made to obtain one without success, then a person with considerable previous experience in the legal aspects of a disciplinary / hearings tribunal;
  - b. a person with a thorough knowledge of athletics;
  - c. one other person of experience and skills suitable to the function of the hearings tribunal, provided that such persons do not include:
    - i. a person who is a member of the Board (however described) of the organisation which appoints the hearings tribunal; or
    - ii. a person, who would, by reason of their relationship with the complainant or the respondent, reasonably considered to be other than impartial.
4. The hearings tribunal shall hear and determine the formal complaint in whatever manner it considers appropriate in the circumstances (including by way of teleconference, video conference or otherwise) provided that it does so in accordance with the principles of natural justice. The purpose of the hearing shall be to determine whether the respondent has committed a breach of the Policy. If the hearings tribunal considers that the respondent has committed a breach of this Policy, it may impose any one or more of the penalties set out in Attachment 8 - Discipline Procedures.
5. The parties to the hearing shall include the complainant, the respondent, the relevant organisation (being Ridgewood Athletics Centre or an affiliated Club) and any witnesses that the hearings tribunal considers necessary to participate in the hearing.
6. If upon receipt of the Notice of Alleged Breach, the hearings tribunal considers that pending the determination of the matter the respondent may put at risk the safety and welfare of the complainant or others, it may order that the respondent be:
  - a. suspended from any role they hold with Ridgewood Athletics Centre or the affiliated Club; and / or
  - b. banned from any event or activities held by or sanctioned by Ridgewood Athletics Centre, an affiliated Club or Athletics West; and / or
  - c. transferred to an alternate role until the matter has been finally determined; and / or
  - d. required not to contact or in any way associate with the complainant or other person about whom the alleged breach relates, pending the determination of the hearing.



7. No party to the hearing may be represented by a barrister or solicitor. However the chairperson of the hearings tribunal may grant leave for a party to the hearing to be represented by a barrister or solicitor where their livelihood or property is at risk. A party may be represented by an advocate who is not a barrister or solicitor at the hearing.
8. Each party to the hearing shall bear their own costs in relation to the hearing.
9. The hearings tribunal shall provide its decision as soon as practicable after the hearing to:
  - a. the complainant;
  - b. the respondent ; and
  - c. any other party represented in the hearing.
10. Each member of each hearings tribunal established under this Policy shall be indemnified by the organisation which appointed them, from any claim or action for loss, damages, or costs made against them arising out of, or in connection with, their function as a member of the hearings tribunal under this Policy.
11. Except as otherwise provided in this Policy, all members of the hearings tribunal shall keep all matters relating to the hearing (including but not limited to the nature of the Complaint, information obtained before and during the hearing and the decision of the hearings tribunal) confidential.
12. To the extent of any inconsistency between the hearing procedure set out in the constitution of Ridgewood Athletics Centre or its affiliated Clubs (if applicable) and the hearing procedure set out in this Policy, this Policy shall prevail in relation to all Complaints under this Policy.



## Attachment 8: Disciplinary Measures

### 1. Principles

1.1 Ridgewood Athletics Centre or its affiliated Clubs will seek to impose any disciplinary measure under this Policy in a manner that:

- a. Observes any contractual and employment rules and requirements;
- b. Conforms to the principles of natural justice;
- c. Is fair and reasonable;
- d. Is based on the evidence and information presented; and
- e. Is within the powers of the Hearing Officer or hearings tribunal to impose the disciplinary measure.

### 2. Disciplinary Penalties

2.1 If it is determined that an individual person to whom this Policy applies has breached this Policy, any one or more of the following penalties may be imposed:

- a. direct that the offender attend counselling or training to address their conduct;
- b. terminate the appointment of the role which the offender holds;
- c. where there has been damage to property, direct that the offender pay compensation to the relevant organisation which controls or has possession of the property;
- d. impose a monetary fine;
- e. impose a warning;
- f. in the case of a coach, direct the relevant organisation to de-register the accreditation of the coach for a period or indefinitely;
- g. withdraw any awards, placings, records won in any competitions, activities or events held or sanctioned by Ridgewood Athletics Centre, an affiliated Club or Athletics West;
- h. direct the offender to repay all or part of any financial assistance (excluding any fee for service, wages or expenses) given to them by any Federal or State funding agency, Ridgewood Athletics Centre, an affiliated Club, Athletics West or any other organisation which has provided funding; or
- i. any other such penalty as the appointed Hearing Officer or hearings tribunal considers appropriate.

2.2 If a penalty imposed under this Policy affects other organisations required to comply with this Policy, the relevant organisations shall be notified of the penalty as soon as possible. Notification of such penalty to a Club shall be deemed to be notification to all Affiliates which are members of Ridgewood Athletics Centre and notification of such penalty to an Affiliate shall be deemed to be notification to all members of the Affiliate.

2.3 Every organisation to which this Policy applies shall recognise and enforce any decision and penalty imposed under this Policy.



### 3. Considerations when imposing Discipline Penalties

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

- a. jurisdiction over the individual or organisation;
- b. nature and seriousness of the behaviour or incident;
- c. in a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
- d. if the individual concerned knew or should have known that the behaviour was a breach of the Policy;
- e. level of contrition of the respondent(s);
- f. the effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;
- g. if there have been relevant prior warnings or disciplinary action; and / or
- h. if there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so seriously.

#### Attachment 9: Right to Appeal

1. The decision of a hearing, investigation or other matter directed by Ridgewood Athletics Centre or one of its affiliated Clubs may be appealed to the Board by either the complainant or the alleged offender.
2. There is only one right of appeal and the decision of the Board will be binding on all parties.
3. The party wishing to appeal a decision shall advise the Chair in writing within 48 hours of receiving notice of the decision (Notice of Intention to Appeal).
4. The person bringing the appeal must also provide the grounds of appeal in writing within 5 days of lodging the Notice of Intention to Appeal. If this is not complied with, the appeal shall be deemed to be withdrawn.
5. Upon compliance with the Notice of Intention to Appeal the Board shall hear the appeal.

The Board may:

- a. Dismiss the appeal;
- b. Uphold the appeal; or
- c. Reduce, increase or otherwise vary the penalty.



Attachment 10: Reporting Forms

**CONFIDENTIAL RECORD OF INFORMAL COMPLAINT**

Name of person receiving complaint:		Date: / /
Complainant's Name:	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Role / Status in Little Athletics	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete <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 <hr/> <hr/>
When / where did the incident take place?		
What are the facts relating to the incident as stated by the complainant?		
What is the nature of the complaint? (category / basis / grounds)  Tick more than one box if necessary	<input type="checkbox"/> Sexual 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"/> Discrimination <input type="checkbox"/> Bullying	<input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Other <hr/> <hr/>





What does the complainant want to happen to resolve the issue?	
What other information has the complainant provided?	
What is the complainant going to do now?	

**This record and any notes must be kept in a confidential and safe place.** Do not enter it on a computer system. If the issue becomes a formal complaint this record is to be given to Ridgewood Athletics Centre, the affiliated Club, Athletics West or the appropriate Hearing Officer.





CONFIDENTIAL RECORD OF FORMAL COMPLAINT

Complainant's name:	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18	Date formal complaint received: / /
Complainant's contact details:	Phone: Email:	
Complainant's role / position in Little Athletics:	<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 (respondent):	<input type="checkbox"/> Under 18	<input type="checkbox"/> Over 18
Respondent's role / position in Little Athletics:	<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 _____ _____
Location / event of alleged incident:		
Description of alleged incident:		



<p>What is the nature of the complaint? (category / basis / grounds)</p> <p>Tick more than one box if necessary</p>	<input type="checkbox"/> Sexual 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"/> Discrimination <input type="checkbox"/> Bullying	<input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Other (please state) <hr/> <hr/>
<p>Methods (if any) of attempted informal resolution:</p>		
<p>Formal resolution procedure followed (outline):</p>		
<p>If investigated:</p>	<p>Finding:</p>	
<p>If heard by Tribunal:</p>	<p>Decision:</p> <p>Action recommended:</p>	

If mediated:	Date of mediation:    /    /  Both / all parties present:  Agreement:  Any other action taken:
If decision was appealed:	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 in Little Athletics / Member Organisation / Affiliate:  Signature: _____ Date:    /    /
Signed by:	Complainant:  Respondent:

**This record and any notes must be kept in a confidential and safe place.** If the complaint is of a serious nature, or is escalated to and / or dealt with at the next level, the original must be forwarded to the higher body (i.e. Athletics West or Little Athletics Australia) and a copy kept by Ridgewood Athletics Centre or the affiliated Club (whatever level the complaint was made).



**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

Before completing this form, please ensure that the steps outlined at Clause 11 have been followed and advice has been sought from the police and/or relevant child protection agency.

Complainant's name (if other than the child):		Date formal complaint received: / /
Role / status in Little Athletics:		
Child's name:		
Child's address:		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about:		
Role/status in Little Athletics:	<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 <hr/> <hr/>
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 needs of respondent)		







Police contacted:	Who: When: Advice provided:
Child protection agency Contacted:	Who: When: Advice provided:
Executive President / CEO contacted:	Who: When:
Internal investigation: (if any)	Finding:
Police investigation: (if any)	Finding:
Action taken:	
Completed by:	Name: Position is Little Athletics/Member organisation/affiliate: Signature: Date:    /    /
Signed by:	Complainant (if not a child)

**This record and any notes must be kept in a confidential and safe place.** If required, the form should be provided to the police and / or relevant child protection agency.





**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 and safe place.** A copy should be retained by Ridgewood Athletics Centre, the affiliated Club or Athletics West (whatever level the complaint was made).



**CONFIDENTIAL RECORD OF HEARING TRIBUNAL DECISION**

Complainant's name:		Date formal complaint received: / /
Complainant's role / position in Little Athletics:	<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 <hr/> <hr/>
Name of Respondent:		
Respondent's role / position in Little Athletics:	<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 <hr/> <hr/>
Location / event of alleged issue:		
Description of alleged issue:		
What is the nature of the complaint? (category / basis / grounds)  Tick more than one box if necessary	<input type="checkbox"/> Sexual 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"/> Discrimination <input type="checkbox"/> Bullying	<input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse <input type="checkbox"/> Verbal Abuse <input type="checkbox"/> Physical Abuse <input type="checkbox"/> Victimization <input type="checkbox"/> Other (please state) <hr/> <hr/>
Methods (if any) of attempted informal resolution:		



Support person: (if any)		
Hearing Tribunal Members:		
Hearing Tribunal date and venue:		
Hearing Tribunal decision: (attach report)		
Decision appealed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date appeal lodged:
Appeal hearing date		
Appeal decision: (attach report)		
Action recommended:		
Completed by:	Name: Position in Little Athletics / Member Organisation / Affiliate: Signature: _____ Date: / /	
Signed by:	Complainant: Respondent:	

**This record and any notes must be kept in a confidential and safe place.** A copy should be retained by Ridgewood Athletics Centre, the affiliated Club or Athletics West (whatever level the complaint was made).

