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Redlands Netball Association Inc.

Policy Manual





Redlands Netball Association

Member Protection Policy

Policy 2014-MPP

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Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Introduction

- 1.1 Redlands Netball Association's vision for member protection is *Belong, Enjoy, Develop and Excel*. The association will know when this vision is achieved when everyone in the Redlands has an opportunity to be involved in netball in a way that brings them good health, recognition, achievement, enjoyment and a sense of belonging.
- 1.2 Integrity in netball encompasses all of the elements needed to preserve what is intrinsically valuable about netball and to uphold the principles of fairness, respect, responsibility and safety.
- 1.3 This policy is applicable to all of Redlands Netball Association and persons identified in Member Protection Policy Clause 3.

2. Purpose of This Policy

- 2.1. This policy aims to ensure the core values, good reputation, positive behaviours and attitudes of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 are maintained and enhanced.
- 2.2 This policy assists Redlands Netball Association to ensure that every person involved in netball is treated with respect and dignity and is protected from discrimination, harassment and abuse. This policy aims to ensure that every person involved in netball is aware of her/his legal and ethical rights and responsibilities as well as the standards of behaviour expected of them.

- 2.3 This policy reflects netball's support of the sport industry principles and values outlined in *The Essence of Australian Sport* – principles of fairness, respect, responsibility and safety.
- 2.4 This Policy is accompanied by attachments that describe the practical steps Redlands Netball Association (where applicable and relevant) will take to reduce discrimination, harassment, child abuse and other forms of inappropriate behaviour from netball. As part of this commitment Redlands Netball Association will take disciplinary action against any person or organisation bound by this policy if they breach it.
- 2.5 This policy is effective from 1 December 2014 and will operate until replaced. This policy may be amended from time to time by the Management Committee of Redlands Netball Association.
- 2.6 This policy is supported by member protection procedures that have been adopted, applied and implemented by Redlands Netball Association.
- 2.7 This policy and accompanying documents can be obtained from by contacting Redlands Netball Association.

3. Who Does This Policy Apply To?

- 3.1 This Policy applies to the following people whether they are operating in a paid or unpaid/voluntary capacity at Redlands Netball Association:
 - 3.1.1 Individual members including service award holders and life members.
 - 3.1.2 Member clubs of Redlands Netball Association
 - 3.1.3 Individuals sitting on Redlands Netball Association boards, committees, sub-committees, and panels.
 - 3.1.4 Employees and volunteers of Redlands Netball Association.
 - 3.1.5 Support personnel, managers, physiotherapists, psychologists, masseurs, sport trainers of Redlands Netball Association teams.
 - 3.1.6 Coaches and assistant coaches of Redlands Netball Association teams.
 - 3.1.7 Athletes and players of Redlands Netball Association teams.
 - 3.1.8 Redlands Netball Association umpires, bench officials and other officials.
- 3.2 This policy will continue to apply to a person even after they have stopped their association or employment with Redlands Netball Association if disciplinary action, against that person, has commenced.

4. Organisational Responsibilities

- 4.1 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 must:
 - 4.1.1 Adopt, implement and comply with this policy and its regulations and attachments.
 - 4.1.2 Ensure that the constitution, by-laws, rules, policies or other documents include the necessary clauses for this policy to be enforceable.

- 4.1.3 Publish, distribute and otherwise promote this policy and the consequences of any breach.
 - 4.1.4 Promote appropriate standards of conduct at all times.
 - 4.1.5 Deal with any breaches or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner.
 - 4.1.6 Apply this policy consistently without fear or favour.
 - 4.1.7 Recognise and enforce any penalty imposed under this policy.
 - 4.1.8 Endeavour to ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies.
 - 4.1.9 Appoint or have access to appropriately trained people to receive and handle complaints and allegations (e.g. Member Protection Information Officers – MPIO)
- 4.2 Any reasonable costs relating to the complaint process set out in this policy (e.g. investigation and/or mediation and/or hearings tribunal and/or procedure for handling allegations of child abuse) are to be met by the party that the complaint relates to - either Redlands Netball Association and/or its affiliates.

5. Individual Responsibilities

- 5.1 Individuals bound by this policy are responsible for:
- 5.1.1 Making sure they are aware of the policy and comply with the codes and standards of behaviour as set out.
 - 5.1.2 Consenting to undergo screening as per the *National Child Protection Regulation* and/or relevant state/territory legislation if the person holds or applies for a role that involves regular unsupervised contact with children and young people under the age of 18 years.
 - 5.1.3 Placing the safety and welfare of children above other considerations.
 - 5.1.4 Being accountable for their own behaviour.
 - 5.1.5 Following the steps outlined in this policy for making a complaint or reporting possible child abuse.
 - 5.1.6 Complying with any decisions and/or disciplinary measures imposed under this policy.
 - 5.1.7 Cooperating to provide in a netball environment free of discrimination, child abuse and harassment.
 - 5.1.8 Understanding the possible consequences of breaching this policy.
 - 5.1.9 Complying with all other requirements of this policy.

6. Position Statement: Child Protection and Working with Children Check Requirements

- 6.1 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 are committed to the safety and wellbeing of all children and young people who participate in netball and access netball's services. Redlands Netball Association supports the rights of the child and will act at all times to ensure a child-safe environment is maintained.
- 6.2 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 acknowledge the valuable contribution made by staff, members and volunteers and encourage their active participation in providing and maintaining a safe, fair and inclusive environment for all participants.
- 6.3 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 must have a valid Queensland Blue Card, where an exemption does not apply. Refer to Part B of the Redlands Netball Association Member Protection Policy.
- 6.4 Identify and Analyse Risk of Harm
 - 6.4.1 Redlands Netball Association (where applicable and relevant) will develop and implement a risk management strategy, including a review of existing child protection practices, to determine how child-safe netball is and to identify additional steps netball can take to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person.
- 6.5 Develop Codes of Behaviour
 - 6.5.1 Redlands Netball Association will develop and promote codes of behaviour (refer to part A in this policy) that set out the conduct expected of adults when they deal and interact with children and young people involved in netball, especially those in the care of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3.
 - 6.5.2 These codes clearly describe professional boundaries, ethical behaviour and unacceptable behaviour.
- 6.6 Choose Suitable Employees and Volunteers
 - 6.6.1 Redlands Netball Association (where applicable and relevant) will ensure that the organisation takes all reasonable steps to ensure it engages the most suitable and appropriate people to work with children and young people, especially those in positions that involve regular unsupervised contact with the children and young persons. This may be achieved using a range of screening measures.
 - 6.6.2 Redlands Netball Association (where applicable and relevant) will ensure that working with children checks as per state legislation are conducted for all employees and volunteers who work with children, where an assessment is required by law.
 - 6.6.3 If a criminal history report is obtained as part of their screening process, Redlands Netball Association will handle this information confidentially and in accordance with relevant state/territory requirements. (Refer to Part B - Child Protection and Working with Children Check Requirements)

- 6.7 Support, Train, Supervise and Enhance Performance
- 6.7.1 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 (where applicable and relevant) are bound by this policy and will ensure that all volunteers and employees who work with children and young people have ongoing supervision, support and training. The goal is to develop skills and capacity to enhance their performance so netball can maintain a child-safe netball environment.
- 6.8 Empower and Promote the Participation of Children
- 6.8.1 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 (where applicable and relevant) will encourage junior participants to be involved in developing and maintaining a child-safe environment for netball.
- 6.9 Report and Respond Appropriately to Suspected Abuse and Neglect
- 6.9.1 Redlands Netball Association will ensure that all persons identified in the Member Protection Policy Clause 3 are able to identify and respond appropriately to children and young people at risk of harm and that they are aware of their responsibilities under respective state/territory laws to make a report if they suspect on reasonable grounds that a child has been or is being abused or neglected (refer to Part H in this policy)
- 6.9.2 Redlands Netball Association requires that any child or young person who is abused, or anyone who reasonably suspects that a child has been or is being abused by someone within the netball environment, is reported immediately to the police or relevant government agency and Redlands Netball Association (where applicable and relevant). Descriptions of the sorts of activity which may constitute abuse are in the definitions to this policy (Clause 20).
- 6.9.3 All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected. Redlands Netball Association procedures for handling allegations of child abuse are outlined in (refer to Part H in this Policy).
- 6.9.4 If anyone bound by this policy reasonably suspects that a child is being abused by her/his parent/s or guardian/s, they are advised to contact the relevant government department: Department of Communities, Child Safety and Disability Services - <http://www.communities.qld.gov.au/childsafety> Ph: 1800 811 810

7. Position Statement: Taking Images of Children

- 7.1 Images of children can be used inappropriately or illegally. Redlands Netball Association requires all persons identified in the Member Protection Policy Clause 3, wherever possible, to obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should make sure the parent/guardian understands how the image will be used.
- 7.2 Redlands Netball Association (where applicable and relevant) requires the privacy of others to be respected and disallows the use of camera phones, videos and cameras to be used inside changing areas, showers and toilets.

- 7.3 When using a photo of a child Redlands Netball Association (where applicable and relevant) will not name or identify the child, publish personal information such as residential address, email address or telephone numbers without the consent of the parent/guardian.
- 7.4 Redlands Netball Association (where applicable and relevant) will not provide information about a child's hobbies, interests, school, or the like as this information can be used by pedophiles or other persons to groom a child.
- 7.5 Redlands Netball Association (where applicable and relevant) will only use images of children that are relevant to netball and will ensure that they are suitably clothed in a manner that promotes participation in netball. Redlands Netball Association (wherever applicable and relevant) will seek permission from the child's parent/guardian before using the image.

8. Position Statement: Anti-Discrimination and Harassment

- 8.1 Redlands Netball Association aims to provide a sporting environment where all those involved in netball activities are treated with dignity and respect.
- 8.2 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 recognise that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed. Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.
- 8.3 Descriptions of some of the types of behaviour that could be regarded as harassment or discrimination are provided in the Definitions of this policy (Clause 20).
- 8.4 Redlands Netball Association is responsible for taking all reasonable steps to prevent harassment and for ensuring our policy is well known throughout the organisation. This means we will take whatever steps necessary to ensure that everyone in the organisation and all associated with it knows:
- What harassment means;
 - That is against the laws; and
 - That it will not be tolerated.

The Management Committee is ultimately responsible for ensuring Redlands Netball Association and all persons identified in the Member Protection Policy Clause 3 are free of harassment.

It will be the responsibility of Redlands Netball Association to:

- Comply with this policy;
- Offer support to anyone who is being harassed and let them know where they can get help and advice;
- Maintain complete confidentiality if they provide information during the investigation of a complaint; and
- Avoid gossiping or spreading rumours about harassment (except where providing information as part of a legitimate investigation process). Such behaviour can result in legal action or defamation.

Harassment may occur, for example, from:

- Coach to player

- Player to player
- Administration to employee
- Coach to coach
- Coach to administrator
- Player to administrator
- Coach to umpire
- Umpire to coach
- Player to umpire
- Umpire to play; or
- Umpire to administrator

8.5 If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, they may make an internal complaint. In some circumstances they may also be able to make a complaint to an external organisation. Refer to Part G of the Redlands Netball Association Member Protection Policy.

9. Position Statement: Sexual Relationships

- 9.1 Redlands Netball Association (where applicable and relevant) takes the position that consensual relationships (whether or not of a sexual nature) between coaches or officials or athlete support personnel and the adult athletes they engage with (due to on-court netball involvement), whilst not necessarily constituting harassment, should be avoided as they can have harmful effects on the person involved, on other persons and on netball's public image.
- 9.2 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.
- 9.3 Given there is always a risk that the relative power of the coach, official or athlete support personnel has been a factor in the development of such relationships, the coach, official, or athlete support personnel at all levels should avoid them. In the event that a player attempts to initiate an intimate relationship, the coach, official, and/or athlete support personnel must take personal responsibility for discouraging such approaches and explain the ethical basis for such actions.
- 9.4 The law is always the minimum standard for behaviour within netball and therefore sex with a child is a criminal offence.

10. Position Statement: Pregnancy

- 10.1 Redlands Netball Association is committed to providing an inclusive sporting environment for pregnant women involved in netball. Redlands Netball Association expects every person bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in netball that disadvantage them. Redlands Netball Association will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.
- 10.2 Descriptions of some of the types of behaviour that could be regarded as pregnancy discrimination or harassment are provided in the definitions to this policy (Clause 20).
- 10.3 Redlands Netball Association will take reasonable care to ensure the safety, health and well-being of pregnant women and their unborn children.

- 10.4 Redlands Netball Association (where applicable and relevant) will advise pregnant women that there may be risks involved, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and well-being, and that of their unborn children, are of utmost importance in their decision making about the extent and manner in which they participate in netball.
- 10.5 Redlands Netball Association encourages all pregnant women to consult with their medical advisors, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities, including netball.
- 10.6 Women will not be required to undertake a pregnancy test.
- 10.7 If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, she may make a complaint. Refer to Part G of the Redlands Netball Association Member Protection Policy.

11. Position Statement: Gender Identity

- 11.1 Redlands Netball Association is committed to providing safe, fair and inclusive netball environments where people from all backgrounds can contribute and participate.
- 11.2 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. Redlands Netball Association will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual.
- 11.3 Descriptions of some of the types of behaviour that could be regarded as transgender or transsexual discrimination or harassment are provided in the definitions to this policy (Clause 20).
- 11.4 Redlands Netball Association recognises that the exclusion of transgender or transsexual people from participation in netball has significant implications for their health, well-being and involvement in community life. In general Redlands Netball Association will support their participation in netball on the basis of the gender with which they identify.
- 11.5 Redlands Netball Association recognises there is debate over whether a male to female transgender person obtains 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 Redlands Netball Association (whichever is applicable and relevant) will seek advice on the application of those laws in the particular circumstances.
- 11.6 Redlands Netball Association notes that drug testing procedures and prohibitions also apply to people who identify as transgender or transsexual. A person receiving treatment involving a prohibited substance or method, as described on the World Anti-Doping Agency's prohibited list, should apply for a therapeutic use exemption.
- 11.7 If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy they may make a complaint as per the Complaint Handling Policy. Refer to Part E of the Redlands Netball Association Member Protection Policy.

12. Position Statement: Responsible Service and Consumption of Alcohol

- 12.1 Redlands Netball Association is committed to conducting netball and social events and activities in a manner that encourages responsible service and consumption of alcohol.
- 12.2 Redlands Netball Association will:
 - 12.2.1 Not allow individuals to participate in any sporting activities expressly sanctioned by Redlands Netball Association if they are consuming alcohol or under the influence of alcohol.
 - 12.2.2 Not encourage the promotion or service of alcohol in and around competition areas at underage events expressly sanctioned by Redlands Netball Association.
 - 12.2.3 Use its best endeavours to ensure that food and low alcohol and non-alcoholic drinks are available at any activity held or expressly sanctioned by Redlands Netball Association where alcohol will be served.
 - 12.2.4 Encourage responsible alcohol practices as well as being mutually supportive of individuals covered by this policy, including providing support for individuals seeking assistance on alcohol related matters.

13. Position Statement: Smoking

- 13.1 The following principles will apply to all Redlands Netball Association events:
 - 13.1.1 No smoking shall occur at or near any sporting event or competition involving persons under the age of 18. This shall apply to coaches, players, trainers, officials, spectators and volunteers.
 - 13.1.2 Social events shall be smoke free with smoking permitted at designated outdoor smoking areas.
 - 13.1.3 Coaches, officials, volunteers and players will refrain from smoking and remain smoke free while involved in an official capacity for Redlands Netball Association, on and off the court.
 - 13.1.4 State/territory legislation should be adhered to concerning smoke-free environments and selling of cigarettes.

14. Position Statement: CyberSafety

- 14.1 Bullying and harassment in all forms are regarded by Redlands Netball Association as unacceptable. Bullying has 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 Redlands Netball Association will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, bullying is a criminal offence.
- 14.4 Frustration at a Redlands Netball Association umpire, official, teammate, coach or sporting body should never be communicated on social networking websites. These issues should

instead be addressed in a written or verbal statement or a complaint. Refer to Part F of the Redlands Netball Association Member Protection Policy.

15. Position Statement: Social Networking Websites

- 15.1 Redlands Netball Association acknowledges the enormous value of social networking websites, such as Facebook and Twitter, to promote netball and celebrate the achievements and success of the people involved in netball.
- 15.2 Redlands Netball Association expects all persons identified in the Member Protection Policy Clause 3 to conduct themselves appropriately when using social networking sites to share information related to netball.
- 15.3 Social media postings, blogs, status updates and tweets:
 - 15.3.1 Must not use offensive, provocative or hateful language.
 - 15.3.2 Must not be misleading, false or injure the reputation of another person.
 - 15.3.3 Should respect and maintain the privacy of others.
 - 15.3.4 Should promote netball in a positive way.

16. Complaints Procedures

- 16.1 Handling Complaints
 - 16.1.1 Redlands Netball Association aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice.
 - 16.1.2 Any person (complainant) may report a complaint about a person or persons bound by this policy (respondent) if they feel they have been harassed, bullied or discriminated against or there has been a breach of this policy.
 - 16.1.3 In the first instance, complaints should be reported to a hearings officer at the most relevant member organisation and/or affiliate. The hearings officer may refer a complainant to a Member Protection Information Officer (MPIO) for support and/or information.
 - 16.1.4 Where a complaint relates to behaviour or an incident that occurred at the association level, or involves people operating at the association level, the complaint should be reported to and handled by Redlands Netball Association in the first instance.
 - 16.1.5 Where a complaint relates to behaviour or an incident that occurred at the club level, or involves people operation at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.
 - 16.1.6 A complaint may be handled informally or formally. The complainant will usually indicate her/his preferred option unless the Redlands Netball Association hearings officer, MPIO or relevant official considers that the complaint falls outside this policy and should be handled another way. For example, the law may require that the complaint/allegation be reported to an appropriate authority.

- 16.1.7 All complaints will be dealt with promptly, seriously, sensitively and confidentially. Redlands Netball Association procedures for handling and resolving complaints are outlined in refer to Part G in this policy.
- 16.1.8 Individuals and organisations may seek to have their complaint handled by an external agency under anti-discrimination, child protection, criminal or other relevant legislation.
- 16.2 Improper Complaints & Victimisation
- 16.2.1 Redlands Netball Association will provide a complaints procedure that has integrity and is free of unfair repercussions or victimisation against the person making the complaint.
- 16.2.2 Redlands Netball Association (where applicable and relevant) will also 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 can be imposed on anyone who victimises another person for making a complaint or supporting another person's complaint.
- 16.2.3 If at any point in the complaint process the hearings officer considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious or intended to cause distress to the respondent, the matter may be referred to a hearings tribunal for review and appropriate action which may include disciplinary action against the complainant.
- 16.3 Mediation
- 16.3.1 Redlands Netball Association aims to resolve complaints in a timely and efficient manner. In many cases, complaints can be resolved by agreement between the people involved with no need for disciplinary action. The people involved in a formal complaint - the complainant and the person complained about (respondent) - may also seek the assistance of a neutral third person or a mediator. Lawyers are not able to negotiate on behalf of the complainant and/or respondent.
- 16.3.2 Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions.
- 16.3.3 Mediation may occur either before or after an investigation of a complaint. If a complainant wishes to try and resolve the complaint with the assistance of a mediator, the hearings officer will, in consultation with the complainant, arrange for a mediator to mediate the complaint. More information on the mediation process is attached to this policy.
- 16.4 Hearings Tribunals
- 16.4.1 A hearings tribunal may be formed to hear a formal complaint that has been referred by the hearings officer for an alleged breach of this policy. Refer to Part G of this policy for Redlands Netball Association's hearings procedure.
- 16.4.2 A respondent may lodge a single appeal to the appeal tribunal in respect of a decision of a hearing tribunal. The decision of the appeal tribunal is final and binding on the people involved in the appeal. Redlands Netball Association appeals process, including criteria for appeals are attached to this policy.
- 16.4.3 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3, with appropriate variations bound by this policy, will recognise and enforce

any decision made, and form of discipline imposed, by a hearings or appeals tribunal under this policy.

- 16.4.4 Members of hearing and appeal tribunals will be indemnified by the organisation that appointed them against any claim for loss, compensation or damages, and for costs incurred defending a claim made against them, because of their function as a member of a hearings or appeals tribunal.

17. Photography

- 17.1 The Redlands Netball Association venue is a Redland City Council playing field and open to the public. However if Redlands Netball Association is hosting a sanctioned event, all individuals taking photographs or video images will be subject to the rules and policies of Redlands Netball Association.
- 17.2 The publishing of a photograph or image can from time to time be used either inappropriately or illegally. Images of a child (including your own child) if photographed in a provocative and sexual manner can contravene criminal codes and censorship laws.
- 17.3 Redlands Netball Association requires the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- 17.4 Redlands Netball Association will only use appropriate images of a child, relevant to netball and depicting the child suitably clothed in a manner that promotes participation in netball.
- 17.5 When using a photo of a child Redlands Netball Association will not name or identify the child or display personal information such as residential address, email address or telephone numbers without gaining written consent from the parent/guardian.
- 17.6 Redlands Netball Association will not display information about hobbies, likes/dislikes, school etc. as this information has the potential to be used as 'grooming tools'.
- 17.7 Photography and video footage is only taken by Redlands Netball Association at Redlands Netball Association sanctioned events and matches for three purposes:
- Player/Umpire training and development
 - Redlands Netball Association promotion and publicity
 - Participants' and family use
- 17.8 Indoor venues such as sport centres may already have particular photography/video restrictions or guidelines in place, which Redlands Netball Association, as a user of the centre, is required to follow.
- 17.9 It is recommended that staff and volunteers of Redlands Netball Association sign an acknowledgement that they are aware that all images and video footage taken may

be used for legitimate purposes by Redlands Netball Association. This policy applies to all Redlands Netball Association sanctioned events.

17.10 Refer to Part I for Redlands Netball Association's photography procedure.

18. What is a Breach of this Policy?

- 18.1 It is a breach of this policy for any Redlands Netball Association employee, volunteer or individual listed under Clause 3 bound by this policy to do anything contrary to this policy, including but not limited to:
- 18.1.1 Acting in a manner contrary to this policy, including breaching the attached Codes of Behaviour.
 - 18.1.2 Bringing Redlands Netball Association into disrepute, and/or acting in a manner likely to bring Redlands Netball Association's affiliated clubs into disrepute.
 - 18.1.3 Failing to follow Redlands Netball Association policies (including this policy) and procedures for the protection, safety and well-being of children and young people.
 - 18.1.4 Discriminating against, harassing or bullying (including cyber-bullying), any person.
 - 18.1.5 Victimising another person for making or supporting a complaint.
 - 18.1.6 Engaging in a sexually inappropriate relationship with a person that she/he supervises, or has influence, authority or power over.
 - 18.1.7 Verbally or physically assaulting another person, intimidating another person, or creating a hostile environment within netball.
 - 18.1.8 Appointing or continuing to appoint a person to a role that involves working with children and young people contrary to this policy.
 - 18.1.9 Disclosing Redlands Netball Association information that is of a private, confidential or privileged nature to any unauthorised person/s and/or organisation/s.
 - 18.1.10 Making a complaint that they know to be untrue, vexatious, malicious or improper.
 - 18.1.11 Failing to comply with a penalty imposed after a finding where the individual or organisation, Redlands Netball Association employee, volunteer or individual/s listed under Clause 3 has breached this policy.
 - 18.1.12 Failing to comply with a direction given to the individual or organisation, Redlands Netball Association employee, volunteer or individual/s listed under Clause 3 as part of a disciplinary process.

19. Disciplinary Measures

- 19.1 Redlands Netball Association may impose disciplinary measures on an individual or organisation for a breach of this policy.
- 19.2 Any disciplinary measure imposed will be:
- 19.2.1 Fair and reasonable.
 - 19.2.2 Applied consistently with any contractual and employment rules and requirements.

19.2.3 Be based on the evidence and information presented and the seriousness of the breach.

19.2.4 Be determined in accordance with Redlands Netball Association constitution, by-laws, this policy and the rules of netball.

19.3 Individual

19.3.1 Subject to contractual and employment requirements, if a finding is made by a tribunal that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

19.3.1.1 A direction that the individual make a verbal and/or written apology.

19.3.1.2 A written warning.

19.3.1.3 A direction that the individual attend counselling to address their behaviour.

19.3.1.4 A withdrawal of any awards, scholarships, placings, records, and/or achievements bestowed in any tournaments, activities and/or events held or sanctioned by Redlands Netball Association.

19.3.1.5 A demotion or transfer of the individual to another location, role or activity.

19.3.1.6 A suspension of the individual's membership appointment, participation or engagement in a role or activity.

19.3.1.7 Termination of the individual's membership, appointment or engagement.

19.3.1.8 In the case of a coach or official, a direction that the relevant affiliate de-register the accreditation of the coach or official for a period of time or permanently.

19.3.1.9 A fine.

19.3.1.10 Any other form of discipline that the hearings tribunal considers appropriate.

19.4 Organisation

19.4.1 If a finding is made that Redlands Netball Association has breached its own Member Protection Policy, one or more of the following forms of discipline may be imposed by the hearings tribunal (refer to attachments of this policy):

19.4.1.1 A written warning.

19.4.1.2 A fine.

19.4.1.3 A direction that any rights, privileges and benefits provided to the organisation by the state or national body or other peak association be suspended for a specified period.

19.4.1.4 Any other form of discipline that the state or national body or other peak association (where applicable or relevant) considers to be reasonable and appropriate.

19.5 Factors to Consider

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

- 19.5.1.1 The nature and seriousness of the breach.
- 19.5.1.2 If the person knew, or should have known, that the behaviour was a breach of this policy.
- 19.5.1.3 The person's level of contrition.
- 19.5.1.4 The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences.
- 19.5.1.5 If there have been any relevant prior warnings or disciplinary action.
- 19.5.1.6 The ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy).
- 19.5.1.7 Any other mitigating circumstances.

20. Amendment and Interpretation

- 20.1 This policy may be amended from time to time by Redlands Netball Association.
- 20.2 Headings used in this policy are for convenience only and shall not be deemed part of the substance of this policy or to affect in any way the language of the provisions to which they refer.
- 20.3 Words in the singular include the plural and vice versa.
- 20.4 Reference to "including" and similar words are not words of limitation.
- 20.5 The definitions shall be considered an integral part of this policy.
- 20.6 The attachments shall be considered an integral part of this policy.
- 20.7 This policy shall apply from its specified effective date.
- 20.8 Words importing a gender include any other gender.
- 20.9 A reference to a clause is a reference to a clause or sub clause of this policy.
- 20.10 Where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.
- 20.11 In the event any provision of this policy is determined invalid or unenforceable, the remaining provisions shall not be affected. This policy shall not fail because any part of this policy is held invalid.
- 20.12 Except as otherwise stated herein, failure to exercise or enforce any right conferred by this policy shall not be deemed to be a waiver of any such right nor operate so as to bar the exercise or enforcement thereof or of any other right on any other occasion.

21. Definitions

- 21.1 These definitions set out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant state/territory child protection commissions or equal opportunity and anti-discrimination commissions.

21.2 Unless otherwise stated, words that are not defined in this dictionary will have the same meaning as in the Redlands Netball Association constitution.

Abuse	Is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.
Advanced, Elite and High Performance Coach	Representative, talent identification and state league level coaches, as amended and updated from time to time.
Athlete	Any individual who is involved in the playing of netball at a Redlands Netball Association endorsed or managed event, competition or program.
Athlete and Team Support Personnel	Doctor, physiotherapist, massage therapist, performance analyst, nutritionist, psychologist, strength and conditioning, dietician or other personnel working with, treating or assisting and athlete preparing for or participating in netball.
Child	Means a person who is under the age of 18.
Child abuse	Involves conduct which puts a child at risk of harm and may include: physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity) sexual abuse by adults or other children, where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography, or inappropriate touching or conversations) emotional abuse , by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name-calling, ignoring or placing unrealistic expectations on a child) neglect (e.g. failing to give a child food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).
Coaches	As described in Netball Australia's coach accreditation framework as amended and updated from time to time. Tiers include Advanced Coach, Elite Coach and High Performance Coach. Tier levels – Foundation, Beginner, Intermediate, Advanced and Elite and High Performance.
Codes of Behaviour	Redlands Netball Association's codes of behaviour as amended from time to time.
Complainant	Means the person making a complaint.

Complaint	Means a complaint made under Clause 16 of this policy.
Complaint handler/manager	Means the person appointed under this policy to investigate a complaint.
Conduct that may bring netball into disrepute	Conduct that is dishonest, fraudulent, corrupt, illegal, unethical, improper, unsafe and conduct that may cause financial or reputational loss.
Discrimination	<p>Occurs when someone is treated unfairly or less favourably than another person in the same or similar circumstances because of a particular personal characteristic. This is known as direct discrimination. Indirect discrimination occurs when a rule, policy or practice disadvantages one group of people in comparison with others, even though it appears to treat all people the same.</p> <p>In Australia, it is against the law to discriminate against someone because of their:</p> <ul style="list-style-type: none"> • Age • Disability • Family/carer responsibilities • Gender identity/transgender status • Homosexuality and sexual orientation • Irrelevant medical record • Irrelevant criminal record • Political belief/activity • Pregnancy and breastfeeding • Race • Religious belief/activity • Sex or gender • Social origin; • Trade union membership/activity. <p>Some state/territories include additional protected characteristics, such as physical features or association with a person with one or more of the characteristics listed above.</p> <p>Examples of discrimination are available on the <i>Play by the Rules</i> website: www.playbytherules.net.au/legal-stuff/discrimination</p> <p>Some exceptions to state/territory and federal anti-discrimination law apply, such as:</p> <ul style="list-style-type: none"> • Holding a competitive sporting activity for boys and girls only who are under the age of 12, or of any age where strength, stamina or physique is relevant • Not selecting a participant if the person's disability means he or she is not reasonably capable of performing the actions reasonably required for that particular activity.

Employee/Personnel	Any person or persons employed by or contracted to Redlands Netball Association.
Harassment	<p>Any type of behaviour that the other person does not want and is likely to make the person feel intimidated, insulted or humiliated. Unlawful harassment can target a person because of their race, sex, pregnancy, marital status, sexual orientation or some other personal characteristic protected by law (see the list under 'Discrimination').</p> <p>Public acts of racial hatred which are reasonably likely to offend, insult, humiliate or intimidate are also prohibited. This applies to spectators, participants or any other person who engages in such an act in public. Some states/territories also prohibit public acts that vilify people on other grounds such as homosexuality, gender identity; HIV/AIDS, religion and disability (see also 'Vilification').</p>
Hearings Officer	Means a person appointed by an organisation who is responsible for the administration of hearings by the hearings tribunal.
High Performance Coach	Australian Netball League, state/territory and top level State League coaches, as amended and updated from time to time.
Individual Member	Means a registered financial individual member of an affiliated club of Redlands Netball Association (as the case may be).
Junior	Means a person under the age of eighteen (18) years who is participating in an activity of the Redlands Netball Association.
Mediator	Means a person appointed to mediate complaints made under this policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.
Member	Means a member for the time being of Redlands Netball Association as per the membership clause of the association's constitution.
Member Protection	<p>A term used by the Australian sport industry to describe the practices and procedures that protect members – both individual members such as players, coaches and officials, and the member organisations such as clubs, other affiliated associations and the state and national bodies.</p> <p>Member protection involves:</p> <ul style="list-style-type: none"> • Protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour • Adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and • Providing education.

Member Protection Information Officer (MPIO)	Means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this policy. He or she provides impartial and confidential support to the person making the complaint.
National Child Protection Regulation	Means the specific requirements and/or processes that must be followed in a specific state or territory in regards to child protection requirements. Where specific state legislation does not exist the national requirements must be followed.
National Complaint Handling Regulation	Means the national complaints, tribunal, investigation and mediation processes that must be followed by Redlands Netball Association.
Natural justice (or procedural fairness)	Requires that: <ul style="list-style-type: none"> • Both the complainant and the respondent must know the full details of what is being said against them and have the opportunity to respond • All relevant submissions must be considered • No person may judge their own case • The decision maker(s) must be unbiased, fair and just • The penalties imposed must be fair.
Person	Individuals and organisations identified in Clause 3.
Police check	Means a national criminal history record check conducted as a pre-employment, pre-engagement or current employment background check on a person.
Policy, policy and this policy	Means this Member Protection Policy.
Privacy Act	<i>Privacy Act, 1988 (Cth)</i> which regulates how personal information is handled.
Respondent	Means the person whose behaviour is the subject of the complaint.
Role-specific codes of behaviour	Means standards of conduct required of people holding certain roles in netball (e.g. coaches, officials, umpires).
Sexual harassment	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. Sexual harassment is not behaviour based on mutual attraction,

	friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.
Sexual offence	<p>Means a criminal offence involving sexual activity or acts of indecency. Because of differences under state/territory laws, this can include but is not limited to:</p> <ul style="list-style-type: none"> • Rape • Indecent assault • Sexual assault • Assault with intent to have sexual intercourse • Incest • Sexual penetration of child under the age of 16 • Indecent act with child under the age of 16 • Sexual relationship with child under the age of 16 • Sexual offences against people with impaired mental functioning • Abduction and detention • Procuring sexual penetration by threats or fraud • Procuring sexual penetration of child under the age of 16 • Bestiality • Soliciting acts of sexual penetration or indecent acts • Promoting or engaging in acts of child prostitution • Obtaining benefits from child prostitution • Possession of child pornography • Publishing child pornography and indecent articles.
Therapeutic Use Exemption (TUE)	An exemption for the legitimate use of a Prohibited Substance and Method granted in accordance with the International Standard for Therapeutic Use Exemptions under an applicable anti-doping policy or granted under a rule.
Transgender	Is a general term applied to individuals and behaviours that differ from the gender role commonly, but not always, assigned at birth. It does not imply any specific form of sexual orientation.
Umpire	An official who umpires at a Redlands Netball Association sanctioned event, selection trial, clinics, and any event endorsed by Redlands Netball Association.
Victimisation	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 government legislation (e.g. anti-discrimination) or under this Policy, or for supporting another person to make a complaint.
Vilification	Involves a person or an organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of people having any of the characteristics listed under the definition of 'Discrimination'.

22. Attachments

- PART A: Codes of Behaviour**
- PART B: Child Protection Policy and Working with Children Requirements**
- PART C: Anti-Discrimination**
- PART D: Pregnancy**
- PART E: Gender Identity**
- PART F: Cybersafety**
- PART G: Complaint Handling**
- PART H: Reporting Requirements and Documents/Forms**
- PART I: Photography**
- PART J: First Aid**
- Park K: Inclusion**
- Park L: Adverse Weather Conditions**
- Park M: Privacy**
- Park N: Anti Doping**
- Part O: Volunteer Management**



Redlands Netball Association

Codes of Behaviour

Policy 2014-MPP-A

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

Purpose and Background

Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 seek to provide a safe, fair and inclusive environment for everyone involved in netball.

To achieve this, Redlands Netball Association and persons identified in Member Protection Policy Clause 3 require certain standards of behaviour of players/athletes, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

These Codes of Behaviour are underpinned by the following core values:

- To act within the rules and spirit of netball.
- To display respect and courtesy towards everyone involved in netball and prevent discrimination and harassment.
- To prioritise the safety and wellbeing of children and young people involved in netball.
- To encourage and support opportunities for participation in all aspects of netball.

ATTACHMENTS

ATTACHMENT 1:	GENERAL CODE OF BEHAVIOUR
ATTACHMENT 2:	ADMINISTRATOR CODE OF BEHAVIOUR
ATTACHMENT 3:	COACH CODE OF BEHAVIOUR
ATTACHMENT 4:	JUNIOR PLAYER CODE OF BEHAVIOUR
ATTACHMENT 5:	SENIOR PLAYER CODE OF BEHAVIOUR
ATTACHMENT 6:	UMPIRE CODE OF BEHAVIOUR
ATTACHMENT 7:	PARENT/ GUARDIAN CODE OF BEHAVIOUR
ATTACHMENT 8:	SPECTATOR CODE OF BEHAVIOUR
ATTACHMENT 9:	TECHNICAL OFFICIALS CODE OF BEHAVIOUR
ATTACHMENT 10:	MEDIA CODE OF BEHAVIOUR

ATTACHMENT 1: GENERAL CODE OF BEHAVIOUR

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 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3.

1. Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations.
2. Be ethical, fair, considerate and honest in all dealings with others.
3. Make a commitment to providing quality service.
4. Operate within the rules and spirit of the sport including national and state guidelines, constitution and policies which govern Redlands Netball Association and persons identified in the Member Protection Policy Clause 3.
5. Do not use your involvement with netball to promote your own beliefs, behaviours or practices where these are inconsistent with those of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3.
6. Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example.
7. Always place the safety and welfare of children above other considerations.
8. Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible.
9. Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws
10. Refrain from any behaviour that may bring Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 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. Abide by the relevant Redlands Netball Association role-specific codes of behaviour and understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.

ATTACHMENT 2: ADMINISTRATOR CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 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.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Be aware of your legal responsibilities.
6. Develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences.
7. Involve players in the planning, leadership, evaluation and decision-making relating to the activity.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity level of participating players.
9. Ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) emphasise fair play in netball activities and games.
10. Where appropriate, distribute a Code of Behaviour sheet to coaches, players, umpires, parents, spectators and the media.

ATTACHMENT 3: COACH CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Coach.

1. Operate within the rules and spirit of netball, promoting fair play over winning at any cost.
2. Encourage and support opportunities for people to learn appropriate behaviour and skills.
3. Support opportunities for participation in all aspects of the sport.
4. Treat each person as an individual.
5. Display control and courtesy to all involved with the sport
6. Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
7. Respect the decisions of umpires, officials, coaches and administrators in the conduct of the sport.
8. Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people less than the age of 18 years.
9. Adopt appropriate and responsible behaviour in all interactions.
10. Adopt responsible behaviour in relation to alcohol and other drugs.
11. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
12. Ensure your decisions and actions contribute to a safe environment.
13. Ensure your decisions and actions contribute to a harassment free environment.
14. Do not tolerate harmful or abusive behaviour.
15. Place the safety and welfare of the athletes above all else.
16. Help each person (athlete, umpire etc.) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
17. Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
18. Be honest and do not allow your qualifications to be misrepresented.

ATTACHMENT 4: JUNIOR PLAYER CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Junior Player.

1. Participate because you enjoy it, not just to please parents and coaches.
2. Play by the rules
 - Know the rules.
3. Participate fairly and safely.
4. Abide by decisions, without argument or bad temper
 - Captains have the right to approach an umpire during an interval or after the game for clarification of any rule
 - Approach the umpire in a courteous and polite way.
5. Co-operate with your coach, and other players
 - Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing or damaging equipment is not acceptable or permitted
 - Treat all players as you would like to be treated
 - Ensure that at all times your behaviour is fair
 - Be a patient and enthusiastic supporter of fellow players.
6. Applaud all good play, by your own team and opponents.
7. Be a responsible team member
 - Always be on time
 - Encourage and assist all players
 - Attend all training sessions
 - Ensure you always bring the appropriate uniform and equipment to training and/ or matches.
 - Respect and acknowledge the contribution of those who create the opportunity for you to play
 - Volunteers (scorers, coaches, timekeepers, administrators and umpires).
8. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).

ATTACHMENT 5: SENIOR PLAYER CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Senior Player.

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Refrain from conduct which could be regarded as sexual or other Harassment.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care and respect the uniform and equipment provided to you.
5. Be frank and honest with your coach concerning illness and injury and your ability to train and play fully.
6. Conduct yourself in a responsible manner relating to language, temper and punctuality.
7. Maintain a high standard of personal behaviour at all times.
8. Abide by the rules and respect the decision of the umpires. Be courteous and use the correct process when seeking a rule clarification.
9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
10. Co-operate with coaches and staff in relation to programs that adequately prepare you for competition.
11. Do not engage in practices that affect sporting performance (alcohol, tobacco and drug use).

ATTACHMENT 6: UMPIRE CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as an Umpire.

1. Umpire in accordance with the Official Rules of the Game.
2. Treat all players, coaches, match officials and other umpires with respect.
3. Place the safety and welfare of the players above all else.
 - Ensure the court and its surrounds are compliant with the rules.
 - Take appropriate action to manage dangerous play.
4. Maintain a high standard of personal behaviour at all times.
5. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and umpiring at all times.
6. Be courteous, respectful and open to discussion and interaction.
7. Maintain or improve your current performance level and seek continual improvement.

ATTACHMENT 7: PARENT/GUARDIAN CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Parent/Guardian.

1. If your child is interested, encourage them to participate in the appropriate netball activity. However, if your child is not willing to participate, do not force him or her. Remember, children are involved in organised activity 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 or her ability by reducing the emphasis on winning.
3. Teach your child that an honest effort is as important as victory, so that the result of each game is accepted without undue disappointment.
4. Encourage your child to play always according to the rules.
5. Never ridicule or yell at a child for making a mistake or losing a game.
6. Remember that children learn best from example. Applaud good play by all players.
7. If you disagree with an umpire or coach raise the issue through the appropriate channels rather than question their judgment and honesty in public.
8. Support all efforts to remove verbal and physical abuse.
9. Recognise and respect the value and importance of volunteer administrators, coaches and umpires. They give up their time and resources to provide recreational activities for players and deserve your support.
10. Be a model of good sports behaviour for children to copy.
11. Be courteous in communication with administrators, coaches, players and umpires. Teach children to do likewise.
12. Support the use of age-appropriate development activities and modified rules.

ATTACHMENT 8: SPECTATOR CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Spectator.

1. Most players (in particular children) participate in netball activities for fun. They are not participating for the entertainment of spectators only.
2. Applaud good performance and efforts by all players. When watching a game congratulate both teams on their performance regardless of the game's outcome.
3. Respect the umpires' and coaches' decisions. If there is a disagreement, follow the appropriate procedure to question the decision and teach children to do likewise.
4. Never ridicule or scold a player for making a mistake during a competition. Positive comments are motivational.
5. Condemn the use of violence in any form, be it by administrators, coaches, players, umpires or parents/guardians.
6. Show respect for your team's coach, the umpire and opponents. Without them there would be no game.
7. Encourage players to play according to the rules and the official decisions, and develop your own knowledge of the rules.
8. Demonstrate appropriate social behaviour by refraining from using foul language, harassing administrators, coaches, players or umpires.
9. Support the use of age-appropriate development activities and modified rules.

ATTACHMENT 9: TECHNICAL OFFICIALS CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Technical Official.

1. Officiate in accordance with the Official Rules of the Game and Event/Competition Guidelines.
2. Treat all players, coaches, umpires and other match officials with respect.
3. Act with integrity and objectivity, and accept responsibility for your decisions and actions.
4. Be consistent and impartial when making decisions.
5. Maintain a high standard of personal behaviour at all times.
6. Be a positive role model through behaviour and personal appearance projecting a favourable image of netball and officiating at all times.
7. Be courteous, respectful and open to discussion and interaction.
8. Maintain or improve your current performance level and seek continual improvement.

ATTACHMENT 10: MEDIA CODE OF BEHAVIOUR

In addition to Redlands Netball Association's General Code of Behaviour, you must meet the following requirements with regard to your conduct during any activity held by or under the auspices of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 in your role as a Media Representative.

1. Provide coverage of all players' netball activities, including development programs, competitive and non-competitive netball.
2. Be aware of the difference between adult netball programs and children's netball programs.
3. Place the isolated incidents of unsportsmanlike behaviour in proper perspective, rather than make such incidents the "highlight" of the event.
4. Focus upon player's fair play and their honest effort.
5. Identify and report on the problems of players participating in organised netball and report the violations and distortions of their rights as players.
6. Recognise the sporting achievements of players from disadvantaged groups, including adolescent girls, people with disabilities, indigenous and Torres Strait Islanders, people from non-English speaking backgrounds and rural population.



Redlands Netball Association

Child Protection and Working with Children Check Requirements

Policy 2014-MPP-B

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

Purpose and Background

Redlands Netball Association and persons identified in Member Protection Policy Clause 3 will ensure that staff and volunteers respond as quickly as possible and in the best interests of the child or young person less than 18 years of age when disclosures or suspicions of harm are received. The association recognises that children and young people are vulnerable members of the community and that extra measures must be taken to protect and support them.

Policy Statement

Redlands Netball Association is committed to protecting the safety and welfare of children and young people involved in netball activities.

Redlands Netball Association will ensure that all State legislative requirements are met and followed according to the processes described in this policy.

Working with Children Check laws are currently in place in Queensland. Redlands Netball Association will meet the requirements of the Working with Children Check laws. Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 must have a valid Queensland blue card where an exemption does not apply. Redlands Netball Association will fund all costs associated with obtaining a blue card.

Individuals travelling with children and young people to another state or territory in a work-related capacity must comply with the screening requirements of that particular State.

State-Based Child Protection Legislation

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

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

- Working with Children Check/Blue Card;
- Criminal history checks;
- Referee checks; and
- Other relevant background checks to assess a person's suitability to work with children and young people.

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

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

Queensland

Contact the Queensland Public Safety Business Agency about the "Blue Card" system:

Website: www.bluecard.qld.gov.au

Phone: 1800 113 611

Travelling to other States or Territories

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

There are exemptions that enable workers to participate in national and inter-jurisdictional activities on a short-term basis for up to 30 days in any 12-month period, or for the period specified by the relevant state and territory jurisdiction. This means that volunteers and workers with a valid check in their home state or territory will be able to participate in short-term activities across state and territory borders without the need for additional checks.

Applicability

The policy applies to all persons identified in the Member Protection Policy Clause 3.

Definitions

Refer to the definitions outlined in the Member Protection Policy Clause 21.

Legislative Requirements

The *Commission for Children and Young People and Child Guardian Act 2000* and the *Commission for Children and Young People and Child Guardian Regulation 2001* require regulated organisations and businesses to develop and implement a child and youth risk management strategy which aims to keep children and young people safe.

To comply with the legislative framework, a child and youth risk management strategy must include eight minimum requirements. These requirements:

- Address an organisation or business's commitment to creating a safe and supportive service environment within the organisation;
- Strengthen an organisation or business's capability to provide such an environment;
- Assist an organisation or business to manage any particular concerns with respect to the safety and wellbeing of children and young people who are involved with the organisation or business; and
- Promote the consistency of an organisation or business's approach to risk management, both within the organisation or business and with respect to its compliance with the requirements under the Commission's Act.

The eight MANDATORY requirements are:

1. A statement of commitment to the principles of safe and supportive service environments
2. A code of conduct
3. Recruitment, selection, training and management strategies that encourage best practice and enhance the safety and well-being of children and young people
4. Policies and procedures for handling disclosures and suspicions of harm
5. Policies and procedures for the occasions where there might be a breach of the organisation's child and youth risk management strategy
6. Policies and procedures for compliance with Chapter 8 of the Commission's Act (which regulates the blue card system)
7. A planning process for high risk activities and special events
8. Strategies for communication and support for all stakeholders including children and young people

Procedure

Procedures to minimise harm to children and young people

Redlands Netball Association will work to minimise harm to children and young people by acting in a manner that supports their interests and wellbeing by:

- Making sure children and young people know it is their right to feel safe at all times;
- Making sure children and young people are safe by monitoring their activities and ensuring their environment meets all safety requirements;
- Taking anything a child or young person says seriously and following up their concerns;
- Letting children and young people know there is no secret too awful, no story too terrible, that they can't share with someone they trust;
- Teaching children and young people about appropriate and inappropriate contact in a manner appropriate to their age and level of understanding;
- Teaching children and young people to say 'no' to anything that makes them feel unsafe;
- Encouraging children and young people to tell staff of any suspicious activities or people; and
- Listening to children and young people and letting them know that staff are available to them if they have any concerns.

Redlands Netball Association and persons identified in Member Protection Policy Clause 3 will receive the Redlands Netball Association Child Protection and Working with Children Check Requirements policy upon induction/employment. All Redlands Netball Association and persons identified in Member Protection Policy Clause 3 will report disclosed or suspected harm to either the Department of Communities (Child Safety Services) or the Queensland Police Service who will decide on an appropriate course of action.

Identify the Risks

Consider involving a wide range of stakeholders, including children and young people, to identify the risks associated with the activity or special event. Checklists may identify general risks that should always be considered, however it is important to brainstorm with your stakeholders to ensure all potential risks that might result in harm to a child or young person are identified.

Workplace health and safety processes consider environment and equipment risks. Once you have fulfilled the workplace health and safety requirements you must assess the risks associated with the child and youth risk management strategy. These risks are physical, emotional, sexual and cultural in nature, including the risks from:

- Other children or young people;
- Someone outside the organisation ;
- An employee or volunteer; and
- Themselves.

In relation to potential risks of harm associated with the activities and special events your organisation provides to children and young people, ask yourself questions such as:

How might harm occur?

- Running an activity where children and young people are required to change clothes, where the change rooms are unsupervised and open to the public.
- Paid employees or volunteers spending long periods alone with a child or young person.
- A coach offering special private sessions to a child or young person.

Why might harm occur?

- Inadequate recruitment and selection practices of paid employees and volunteers.
- Incorrect instructions given to employees working with children or young people.

- Not providing training to employees and volunteers.
- Inadequate attention to cultural considerations.

When might harm occur?

- In situations where adult supervision is inadequate.
- A staff member giving a child a lift home.

Analyse the Risks

The purpose of risk evaluation is to identify potential risks to the safety and wellbeing of the children and young people in the care of your organisation and devise controls to reduce these risks. The level of risk will determine whether the activity or special event is practical.

Consider:

- How likely is it that the risk will occur? (Likelihood)
- What would happen if the risk did occur? (Consequences)

Evaluate the Risks

Evaluating the risks asks you to consider whether a risk is high, medium or low. This will depend on the answers to the questions asked at **Analyse the Risks**. For example: if a risk is likely to occur and the consequences could result in significant harm to a child, this would be considered high risk.

Manage the Risk

Standards Australia's *AS/NZS ISO 31000:2009 Risk Management— Principles and Guidelines* describe risk treatment as "a cyclical process of:

- Assessing a risk treatment;
- Deciding whether residual risk levels are tolerable;
- If not tolerable, generating a new risk treatment; and
- Assessing the effectiveness of that treatment."

Risk management involves assessing the options in order to reduce the risk and the preparation and implementation of risk management plans. For example:

- Reduce the risk – will additional controls reduce the risk?
- Retain the risk – some risks will have to be retained and will require close monitoring.

Risk management options should consider the values and perceptions of stakeholders and the most appropriate way to communicate with them.

You now should consider how likely it is for the risk to occur after control measures have been put in place, and how bad the outcome would be if the risk was to occur. If you assess that a risk is still highly likely to occur and the outcome could result in harm to a child then you may need to rethink the activity.

Review Risk Management Procedures

Ongoing review is essential to ensure that the risk management plan your organisation develops for your activity or special event is effective. Reviewing controls and responsibilities can be useful for future planning. You should consider who will review the risk management plan after the event or activity.

In the Event of a Breach of the Policy

Breaches will be managed in a fair, unbiased and supportive manner. The following will occur:

- All people concerned will be advised of the process;
- All people concerned will be given the opportunity to provide their version of events;
- The details of the breach including the versions of all parties, and the outcome, will be recorded;
- Matters discussed in relation to the breach will be kept confidential; and
- An appropriate outcome will be decided.

Suitable outcomes for breaches

Depending on the nature of the breach outcomes may include:

- Emphasising the relevant component of the child and youth risk management strategy, for example, the code of conduct;
- Providing closer supervision;
- Further education and training;
- Mediating between those involved in the incident;
- Disciplinary procedures; and/or
- Reviewing and developing policies and procedures.

Procedures for receiving a disclosure of harm

In the event of a disclosure of harm the person disclosed to should:

- Remain calm and find a private place to talk.
- Don't promise that you'll keep a secret; tell them they have done the right thing in telling you but that you'll need to tell someone who can help keep them safe.
- Only ask enough questions to confirm the need to report the matter; probing questions could cause distress, confusion and interfere with any later enquiries.
- Do not attempt to conduct your own investigation or mediate an outcome between the parties involved.

Reporting guidelines for disclosures or suspicions of harm

Following are the actions that Redlands Netball Association will take immediately following a disclosure or suspicion of harm.

Documenting a suspicion of harm

If you or others have concerns about the safety of a child or young person record your concerns in a non-judgmental and accurate manner as soon as possible. If a parent explains a noticeable mark on a child, record your own observations as well as accurate details of the conversation. If you see unsafe or harmful actions towards a child in your care intervene immediately, provided it is safe to do so. If it is unsafe call the police for assistance.

Documenting a disclosure of harm

Complete an incident report form or record the details as soon as possible so that they are accurately captured. Include:

- Time, date and place of the disclosure;
- 'Word for word' what happened and what was said, including anything you said and any actions that have been taken; and
- Date of report and signature.

If you need to take notes as the person is telling you, explain that you are taking a record in case any later enquiry occurs.

Reporting the disclosure or suspicion of harm to authorities

Redlands Netball Association (and persons identified in Member Protection Policy Clause 3) will not conduct its own enquiries in relation to the disclosure or suspicion of harm, or try to come to an agreement between the parties involved. The person who receives a disclosure or suspects harm is to contact the relevant authority to ensure information provided is comprehensive and accurate.

Report the matter to:

- Department of Communities (Child Safety Services) on free call 1800 811 810, or
- Queensland Police Service

Actions following a disclosure of harm

Support and counselling will be offered to all parties involved.

Processes for those involved in the report:

The child or young person:

The children and young people involved should be offered appropriate counselling and support.

The person who made the report:

Under Section 22 of the *Child Protection Act 1999* a person who reports suspected child abuse is protected from civil or criminal legal actions and is not considered to have broken any code of conduct or ethics.

Details of the person who made the report are to be kept completely confidential and will not be made available to the family of the child or young person, or the person against whom the allegation has been made.

The person against whom the allegation has been made:

If the person responding to the allegation of harm is a member of the organisation you may need to review their duties. If they continue to interact/work with children ensure that they are appropriately supervised at all times. You may want to seek legal advice as to the extent to which that person can carry out duties in the organisation.

Review procedures

Redlands Netball Association's policy and procedures for handling disclosures or suspicions of harm are to be reviewed and assessed regularly to ensure that Redlands Netball Association is continuing to provide a safe and supportive service environment.

Related Documents

For further information regarding definitions of abuse and reporting procedures, see the Department of Communities, Child Safety and Disability Services' document ["Child Abuse: What You Need To Know"](#).

[Creating Safe and Supportive Service Environments for Children and Young People: Child and Youth Risk Management Strategy, Toolkit](#)

References

Queensland Government, Public Safety Business Agency



Redlands Netball Association

Anti-Discrimination Policy

Policy 2014-MPP-C

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 The Redlands Netball Association Anti–Discrimination and Harassment Policy forms one part of the Redlands Netball Association Member Protection Policy, and as such, should be read in conjunction with the Member Protection Policy.
- 1.2 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 recognise that all those involved in its activities cannot enjoy themselves, perform to their best, or be effective or fully productive if they are being treated unfairly, discriminated against or harassed because of their age, disability, family responsibilities, gender identity, homosexuality or sexual orientation, irrelevant medical or criminal record, marital status, political belief, pregnancy or breastfeeding, race, religion, sex, social origin and/or trade union membership/activity.
- 1.3 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 prohibit all forms of harassment and discrimination based on personal characteristics listed in the definition section of the Redlands Netball Association Member Protection Policy (Clause 21).
- 1.4 Discrimination and harassment are extremely distressing, offensive, humiliating and/or threatening and create an uncomfortable and unpleasant environment. In most circumstances discrimination and harassment are against the law.
- 1.5 Descriptions of some of the types of behaviour that could be regarded as harassment or discrimination are provided in (Clause 8) of the Redlands Netball Association Member Protection Policy.

2. Policy Statement

- 2.1. Redlands Netball Association aims to provide a sporting environment where all those involved in its activities are treated with dignity and respect, and without harassment or discrimination.

3. Who Does This Policy Apply To?

- 3.1 This policy applies to Redlands Netball Association and persons identified in Member Protection Policy Clause 3. This policy applies to behaviour occurring both within and outside the course of Redlands Netball Association business, activities and events, when the behaviour involves individuals associated with Redlands Netball Association and negatively affects relationships within our sport and work environment.
- 3.2 This policy applies Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 associated with it. Harassment may occur, for example from:
- Coach to player
 - Player to player
 - Administration to employee
 - Coach to coach
 - Coach to administrator
 - Player to administrator
 - Coach to umpire
 - Umpire to coach
 - Player to umpire
 - Umpire to player; or
 - Umpire to administrator

4. Definitions

- 4.1 Refer to the definitions section at (Clause 21) of the Redlands Netball Association Member Protection Policy.

5. Legislative Requirements

- 5.1 Refer to the *Anti-Discrimination Act 1991*.
- 5.2 Redlands Netball Association's Member Protection Policy

6. Procedure

- 6.1 Everyone bound any this policy must refer to the Redlands Netball Association Member Protection Policy for definitions and categories of harassment and anti-discrimination.
- 6.2 Redlands Netball Association is responsible for taking all reasonable steps to prevent harassment in the organisation and for ensuring the policy is well known throughout the organisation. This means that the association will take whatever steps necessary to ensure that everyone in the organisation and all associated with it knows:

- What harassment means;
 - That is against the laws; and
 - That it will not be tolerated
- 6.3 The management committee has ultimate responsibility for ensuring that the association is free from harassment.
- 6.4 Redlands Netball Association has a direct responsibility to make sure persons identified in the Member Protection Policy Clause 3.1 know about this policy and adhere to it.
- 6.5 Members and employees will be informed about this policy through distribution to all clubs and during the conduct of relevant netball activities and courses. Redlands Netball Association is further responsible for ensuring that the policy and procedures are monitored and reviewed regularly.
- 6.6 It will be the responsibility of Redlands Netball Association to:
- Comply with this policy
 - Offer support to anyone who is being harassed and let them know where they can get help and advice
 - Maintain complete confidentiality if they provide information during the investigation of a complaint
 - Avoid gossiping or spreading rumours about harassment (except where providing information as part of a legitimate investigation process). Such behaviour can result in legal action for defamation
- 6.7 If any person feels they are being harassed or discriminated against by another person or organisation bound by this Policy, please refer to the complaints procedure outlined in the Redlands Netball Association Member Protection Policy Part G (Complaints Handling Policy).



Redlands Netball Association

Pregnancy Policy

Policy 2014-MPP-D

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 Women are increasingly seeking to continue participation in sports, such as netball, throughout their pregnancy. There are many positive outcomes from continuing physical activity during and after pregnancy, however as maternal and foetal responses to exercise can vary with pre-gestational maternal fitness levels, co-existing medical conditions and/or pregnancy complications, all women are encouraged to seek individual medical advice before participating.
- 1.2 Redlands Netball Association is committed to providing an inclusive sporting environment for pregnant women involved in netball. Redlands Netball Association expects everyone who is bound by this policy to treat pregnant women with dignity and respect and to remove any unreasonable barriers to participation in our sport that disadvantage them. Redlands Netball Association will not tolerate any unlawful discrimination or harassment against pregnant women or women who may become pregnant.
- 1.3 Redlands Netball Association will take reasonable care to ensure the safety, health and wellbeing of pregnant women and their unborn children. Redlands Netball Association will advise pregnant women that there may be risks involved, and encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, are of utmost importance in their decision making about the extent and manner in which they participate in netball.

- 1.4 For further information, see the Australian Sports Commission's *Pregnancy in Sport, Guidelines for the Australian Sporting Industry*
<http://www.ausport.gov.au/participating/women/resources/pregnancy> .
- 1.5 The Redlands Netball Association Pregnancy Policy forms one part of the Redlands Netball Association Member Protection Policy, and as such, should be read in conjunction with the Member Protection Policy.

2. Policy Statement

- 2.1. Redlands Netball Association is committed to providing a safe and enjoyable environment for all its members, including pregnant players. Redlands Netball Association encourages all pregnant players to discuss their decision to continue playing during their pregnancy with their medical practitioner.

3. Who Does This Policy Apply To?

- 3.1 This policy applies to Redlands Netball Association and persons identified in Member Protection Policy Clause 3.

4. Definitions

- 4.1 Descriptions of some of the types of behaviour that could be regarded as pregnancy discrimination or harassment are provided in the Definitions section at (Clause 21) of the Redlands Netball Association Member Protection Policy.

5. Legislative Requirements

- 5.1 In Australia, Commonwealth, State and Territory legislation exists in relation to discrimination. This anti-discrimination legislation makes it unlawful to discriminate against a female on the basis of pregnancy, subject to specific exemptions.
- 5.2 There are a number of legal issues to be considered regarding the participation of pregnant players including providing reasonably safe playing environments, privacy of the pregnant participant and responsibility of the pregnant player for inherent and obvious risks.

6. Procedure

- 6.1 If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to the complaints procedure outlined in the Redlands Netball Association Member Protection Policy - Part G (Complaint Handling Policy).
- 6.2 We encourage all pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation in particular sporting activities. Women will not be required to undertake a pregnancy test.
- 6.3 A Pregnant Player should:
 - 6.3.1 Be aware that her own health, and the wellbeing of her unborn child, is of utmost importance in her decision about whether to continue playing sport.

- 6.3.2 Obtain expert medical advice as to the risks associated with playing sport when pregnant. She should ensure she understands this advice and where necessary question the advice until she is sure she understands the risks taken in participating in netball.
- 6.3.3 Have regular antenatal reviews with her doctor, including ongoing review of her exercise participation.
- 6.3.4 Take into account her changed physical condition, use common sense and not take unnecessary risks.
- 6.3.5 Remember that the ultimate decision to participate in netball will always be hers, whilst having regard to all the circumstances.
- 6.4 Redlands Netball Association members should:
 - 6.4.1 Evaluate the precautions she/he can take to avoid harm to all players, including pregnant players.
 - 6.4.2 Be aware of Commonwealth, State and Territory anti-discrimination legislation and its application in netball and review the rules, regulations and constitution of Redlands Netball Association with respect to the relevant anti-discrimination legislation.
 - 6.4.3 Seek professional advice (including medical and/or legal) if a situation arises where it is not clear what steps should be taken in a given circumstance.
 - 6.4.4 Ensure that the organisation's insurance (including public liability and player injury insurance) is up to date and that it provides appropriate cover.
 - 6.4.5 Promote adherence to the rules of the game.
 - 6.4.6 Create a playing environment that is reasonably safe for all players.
- 6.5 A Coach should:
 - 6.5.1 Consult the Australian Sports Commission's *Pregnancy in Sport, Guidelines for the Australian Sporting Industry*
<http://www.ausport.gov.au/participating/women/resources/pregnancy>.
 - 6.5.2 Take reasonable measures to ensure that all athletes are aware of the issues related to participation in netball during pregnancy.
 - 6.5.3 Respect and support the player's right to make her own decisions in relation to her participation or non-participation in netball whilst pregnant.
 - 6.5.4 With the agreement of the player, advise the pertinent team and organisation officials that you are coaching a pregnant player.
- 6.6 Coaches, trainers and others who give pregnant athletes advice on how to train during their pregnancy must be very careful that they are not placing themselves in the position of medical experts. They should not speak outside their scope of knowledge as they could face legal action for negligent advice. A consultative approach between athlete, coach and medical expert is recommended.
- 6.7 Match Officials should:
 - 6.7.1 Apply the rules governing the sport equally and fairly to all participants.
- 6.8 Other Players should:

- 6.8.1 Respect and support a pregnant athlete in the same way as they would any other participant.

7. Related Document

- 7.1 Redlands Netball Association's Member Protection Policy



Redlands Netball Association

Gender Identity Policy

Policy 2014-MPP-E

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 The Redlands Netball Association Gender Identity Policy forms one part of the Redlands Netball Association Member Protection Policy and as such, should be read in conjunction with the Member Protection Policy
- 1.2 Redlands Netball Association and persons identified in Member Protection Policy Clause 3 are to treat people who identify as transgender or transsexual fairly and with dignity and respect. This includes acting with sensitivity and respect where a person is undergoing gender transition. Redlands Netball Association will not tolerate any unlawful discrimination or harassment against a person who identifies as transgender or transsexual or who is thought to be transgender or transsexual.
- 1.3 Descriptions of some of the types of behaviour that could be regarded as transgender or transsexual discrimination are provided in the Definitions section and (Clause 11) of the Redlands Netball Association Member Protection Policy.
- 1.4 If any person feels they are being harassed or discriminated against by another person or organisation bound by this policy, please refer to the complaints handling procedure outlined in the Redlands Netball Association Member Protection Policy- Part G (Complaint Handling Policy).

2. Policy Statement

- 2.1. Redlands Netball Association is committed to providing an inclusive sporting environment where transgender or transsexual people involved in netball activities are able to contribute and participate.

3. Who Does This Policy Apply To?

- 3.1 This policy applies to Redlands Netball Association and persons identified in Member Protection Policy Clause 3.

4. Definitions

- 4.1 Refer to the definitions in the Redlands Netball Association Member Protection Policy (Clause 21).

5. Legislative Requirements

- 5.1 *Anti-Discrimination Act 1991*

6. Procedure

- 6.1 Redlands Netball Association recognises that the exclusion of transgender or transsexual people from participation in sporting events has significant implications for their health, wellbeing and involvement in community life. In general, Redlands Netball Association will facilitate transgender or transsexual persons participating in netball as the sex with which they identify.
- 6.2 Redlands Netball Association also recognises there is debate over whether a male to female transgender person obtains 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, Redlands Netball Association will seek advice on the application of laws relating to particular circumstances.
- 6.3 Redlands Netball Association notes that drug testing procedures and prohibitions also apply to people who identify as transgender or transsexual. A person receiving treatment involving a prohibited substance or method, as described on the World Anti-Doping Agency's Prohibited List, should apply for a standard Therapeutic Use Exemption.

7. Definitions

- 7.1 Refer to the Redlands Netball Association Member Protection Policy



Redlands Netball Association

Cybersafety Policy

Policy 2014-MPP-F

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 have an obligation to maintain a safe physical and emotional environment. This responsibility is not solely confined to the netball court.
- 1.2 Redlands Netball Association acknowledges that the internet and ICT devices/equipment can bring great benefit to all users and to the effective operation of Redlands Netball Association; however Cyber safety issues related to the use of Information and Communication Technologies (ICT) have the potential to have a negative impact upon all concerned.
- 1.3 Redlands Netball Association places a high priority on the acceptable use of ICT devices/equipment which will benefit members; however it recognises that the presence in the sporting arena of these technologies may also facilitate anti-social, inappropriate, abusive, threatening and/or illegal behaviour and activities. Redlands Netball Association seeks to maximise the benefit of these technologies while at the same time minimising the dangers and managing the risks.
- 1.4 Cyber bullying is defined as, "...a way of delivering covert psychological bullying. It uses information and communication technologies to support deliberate, repeated and hostile behaviour, by an individual or group that is intended to harm others" (Belsey 2007).
- 1.5 Cyber Bullying includes, but is not limited to, the following misuses of technology:
 - 1.5.1 Harassing, teasing, intimidating or threatening another registered member by sending or posting inappropriate and hurtful email messages, instant messages, text

messages, phone messages, digital pictures or images, or web site postings, irrespective of whether the post or message could be viewed by the wider public

1.5.2 Sending, receiving and/or possessing naked or sexually explicit images of a registered member.

1.6 Registered members should:

1.6.1 Be aware that postings, comments and/or messages from their individual ICT account or mobile phone will remain the responsibility of the account owner unless the account owner can prove that their account had been accessed by an unauthorised person and by a method outside of their control

1.6.2 Be vigilant about the security of their account(s) and take all reasonable steps to protect themselves, for example, not sharing passwords or allowing others to log on to their individual accounts

1.6.3 Be aware that where a crime has been committed, they may be subject to a criminal investigation by police over which Redlands Netball Association will have no control. This particularly applies to 'sexting' where the registered member is in possession of an inappropriate sexualised image of a person under the age of 18 years

2. Policy Statement

2.1. Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 will implement and maintain rigorous and effective Cybersafety practices which aim to maximise the benefits of the internet and ICT and allow for the effective operation of Redlands Netball Association, whilst minimising and managing any risks. Such practices will aim to maintain a Cybersafe environment and address the needs of the Redlands Netball Association to receive education about the safe and responsible use of present and developing ICT.

3. Who Does This Policy Apply To?

3.1 This Policy applies to Redlands Netball Association and persons identified in the Member Protection Policy Clause 3, whether they are in a paid or unpaid/voluntary capacity.

3.2 This Policy will continue to apply to a person even after they have ceased with their association or employment with Redlands Netball Association.

4. Definitions

Cybersafety	Refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones.
ICT	Means Information and Communication Technologies.

ICT devices/equipment	Includes, but is not limited to, computers, desktops, laptops, PDAs, storage devices, USB and flash memory devices, CDs, DVDs, floppy disks, iPods, iPads, Smart Phones, MP3 players, cameras, video, digital, webcams, all types of mobile phones, video and audio players/receivers, portable CD and DVD players, Gaming Consoles, and any other similar technologies as they come into use.
Registered Member	Means a person registered as a financial member of Redlands Netball Association who is therefore eligible to participate in a netball Tournament, Competition, Activity or Event conducted by an Organising Body. A registered member is subject to the Redlands Netball Association Competition Regulations.

5. Procedure

- 5.1 All reports of Cyber Bullying and other online or mobile telephone harassment will be investigated fully and may result in a notification to police where Redlands Netball Association is legally obliged to do so. A notification to police by an individual will not override Redlands Netball Association responsibility to fully investigate a complaint, if one has been lodged with Redlands Netball Association, and such investigation will be referred to police if necessary.
- 5.2 A registered member may make a complaint under Redlands Netball Association's Competition Regulations, if the behaviour the subject of the complaint occurred before, during or after a Tournament, Competition, Activity or Event arranged by Redlands Netball Association.
- 5.3 A complaint may also be made under Redlands Netball Association's Member Protection Policy if the behaviour the subject of the complaint is general in nature and/or ongoing and does not apply to a particular Tournament, Competition, Activity or Event arranged by Redlands Netball Association.

6. Breaches of the policy

- 6.1 Redlands Netball Association takes its responsibility seriously in providing robust policy, guidelines and education for its members, in relation to what is deemed acceptable and appropriate online behaviour.
- 6.2 The logo of Redlands Netball Association must not be used in any way that would result in a negative impact for Redlands Netball Association or its members.
- 6.3 Redlands Netball Association has a responsibility to ensure that all online communications are kept within Redlands Netball Association's expectations in relation to appropriate and respectful interactions with any Official, Affiliated Club, Umpire, Coach, Registered Member and/or Organising Body.
- 6.4 Redlands Netball Association must not:
 - 6.4.1 Post or send inappropriate comments via the internet or ICT about any Redlands Netball Association official, umpire, coach, Registered Member and/or organising body; where:

- If said in person during the conduct of a netball game, would result in disciplinary action being taken; or
 - Such posting would be in breach of the Redlands Netball Association Member Protection Policy:
 - Part A – Code of Behaviour
 - Sections 14 and 15 Position Statements Policy – Cyber Bullying and Safety and Social Networking Sites.
- 6.5 If a Registered Member feels that they have been the victim of such misuses of technology, they should save and store the offending material on their computer, mobile phone or other device.
- 6.6 If the content is of a sexually explicit nature, the police should be informed immediately.
- 6.7 For all other instances of Cyber Bullying, the recipient and/or other person having knowledge of such behaviour, should print a copy of the material and immediately report the incident. Redlands Netball Association should also report the abuse to the internet site, if applicable, or the relevant telecommunications provider, in the case of mobile phone abuse.

7. Penalties

- 7.1 Under Redlands Netball Association’s Competition Regulations, a proven charge of an online breach of code of conduct, as per this policy, may attract one or more of the following penalties:
- A warning
 - A monetary fine
 - Suspension
 - Disqualification and/or
 - Any other such penalty as Redlands Netball Association considers appropriate

8. Related Documents

- 8.1 Redlands Netball Association Member Protection Policy
- 8.2 Redlands Netball Association Code of Behaviour



Redlands Netball Association

Complaint Handling Policy

Policy 2014-MPP-G

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 Redlands Netball Association will deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously. Redlands Netball Association will provide individuals with an informal and formal process to resolve the matter, along with access to an external complaint handling body, based on their preferences and the nature of the complaint.
- 1.2 Redlands Netball Association will provide an appeals process for matters where it is required. Redlands Netball Association will maintain confidentiality as far as possible and ensure that no individual is victimised for making, supporting or providing information about a complaint.

2. Policy Statement

- 2.1. Redlands Netball Association is committed to effective resolution of complaints at all levels. Redlands Netball Association endeavours to finalise all complaints within 21 working days

and to complete the following steps in the complaint handling process within the specified timeframes:

- Record – same working day
- Acknowledge – within 2 working days
- Finalise – within 21 working days

2.2 To ensure due process and consistency, and that the principles of natural justice are followed in all aspects of handling or conducting complaints, allegations, investigations, tribunals and disciplinary measures, Redlands Netball Association will follow and implement the following procedures:

Attachments

ATTACHMENT G1	Complaints Procedure
ATTACHMENT G2	Mediation Procedure
ATTACHMENT G3	Investigation Procedure
ATTACHMENT G4	Procedure for Allegations of Child Abuse
ATTACHMENT G5	Hearings and Appeals Tribunal Procedure
ATTACHMENT G6	Disciplinary Measures

ATTACHMENT G1: Complaints Procedure

Redlands Netball Association aims to support people associated with netball 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 whom the allegation is made may admit to the allegations or emphatically deny them.

Given all of the variables that can arise, Redlands Netball Association provides a step-by-step complaint procedure that people may use or enter at any stage. Individuals and organisations to which this policy applies may also pursue their complaint externally under anti-discrimination, child-protection or other relevant legislation.

If at any point in the complaint process a Hearings Officer considers that a complainant has knowingly made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to the Hearings Tribunal for appropriate action. All complaints will be kept confidential and will not be disclosed to another person without the complainant's consent except where law requires disclosure or when disclosure is necessary to effectively deal with the complaint.

To ensure fairness for everyone involved Redlands Netball Association will provide full details of the complaint to the person or persons against whom the complaint has been made and ask for their response. As a result it may be difficult for Redlands Netball Association to resolve complaints made anonymously.

Any reasonable costs relating to the complaint process set out in this policy (e.g. investigation and/or mediation and/or hearings tribunal and/or procedure for handling allegations of child abuse) are to be met by the parties to which the complaint relates.

INFORMAL APPROACHES

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

1. 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 Protection Information Officer (MPIO) or similar

1. Where 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, Redlands Netball Association encourages you to contact:
 - a) A Member Protection Officer (MPIO);
 - b) The Hearing Officer (or in their absence their nominee) of Redlands Netball Association; or
 - c) Another appropriate person within the organisation (e.g. administrator, team manager, coach etc.)

2. If the person approached is an MPIO they may:
 - a) Take notes about your complaint (which they will keep in a secure and confidential place);
 - b) Try to find out the facts of your complaint;
 - c) Ask what outcome you would like, how you want the problem resolved and if you need support;
 - d) Explain how the complaints procedure works;
 - e) Provide possible options for you to resolve the problem;
 - 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 strict confidentiality.

Step 3: Outcomes from Initial Contact

1. After talking with the MPIO you may decide:
 - a) There is no problem and no further action is required;
 - b) The problem is minor and you do not wish to progress the matter;
 - c) To try and resolve the problem on your own, with or without a support person such as an MPIO;
 - 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.
2. If you wish to remain anonymous Redlands Netball Association cannot assist you to resolve your complaint. Redlands Netball Association must follow the principles of natural justice and be fair to both sides. This means that Redlands Netball Association 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

1. If your complaint is not resolved to your satisfaction through the informal process you may make a formal complaint in writing to the relevant body, or approach a relevant external agency such as an anti-discrimination or equal opportunity commission, for advice.
2. To avoid any doubt any complaint relating to:
 - a) A Redlands Netball Association program or event shall be referred to the management committee and/or Hearing Officer of Redlands Netball Association;
 - b) an Affiliate program or event shall be referred to the MPIO and/or Hearings Officer of the Affiliate. If an Affiliate does not have an MPIO or Hearing Officer they will be required to appoint a relevant person from an external agency at their own expense.

Step 5: Making a Formal Complaint: Hearing Officer Process

1. If you decide to make a formal complaint in writing under Step 4 the management committee and/or Hearing Officer will, on receiving the formal complaint and based on the material you have provided, decide whether:
 - a) They are the most appropriate person to receive and handle the complaint;
 - b) 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 Redlands Netball Association. In these cases the management committee and/or Hearing Officer may determine that the complaint does not warrant a formal resolution procedure;
 - c) To appoint a person to investigate the complaint;
 - d) To refer the complaint to an informal or formal mediation session;
 - e) To refer the complaint to a hearings tribunal;
 - f) To refer the matter to the police or other appropriate authority; and/or
 - g) To implement any interim administrative or other arrangements that will apply until the complaint process set out in the Complaint Handling Regulation is completed.

2. In making the decision(s) outlined above, the management committee and/or 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 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 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.
 - h) If the Hearing Officer is 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;

- b. Put the information they've 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 G6, 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

1. In some cases, an investigation may be required to determine the facts surrounding the complaint.
2. If a person is appointed to investigate the complaint under Step 5 the investigator will conduct the investigation and provide a written report to the Hearing Officer who will determine what, if any, further action to take. This action may include a direction to the investigator to make further enquiries and obtain additional information, disciplinary action, referring the complaint to an informal or a formal mediation session, a hearings tribunal and/or the police or other appropriate authority.
3. 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 G2 or as otherwise agreed by you and the respondent.
4. If the complaint is referred to a hearings tribunal under Step 5 the hearing will be conducted in accordance with Attachment G5.
5. If the complaint is referred to the police or other appropriate authority under Step 5 Redlands Netball Association will use its best endeavours to provide all reasonable assistance lawfully required by the police or other appropriate authority.
6. If interim administrative or other arrangements are implemented under Step 5 Redlands Netball Association will periodically review these arrangements to ensure that they are effective.

Step 7: Reconsideration of initial outcome, investigation or appeal

1. If, under Step 6, an informal or formal mediation session is conducted and you and the respondent(s) cannot reach a mutually acceptable mediated solution to the complaint, you may request that the Hearing Officer reconsider the complaint in accordance with Step 5 within 14 days of the initial decision.
2. You or the respondent(s) may be entitled to appeal where:
 - a) Under Step 5 a decision was made by the Hearing Officer:
 - Not to take any action; or
 - To take disciplinary action; or

b) Under Step 6 a decision was made by Hearing Officer or a hearings tribunal:

- Not to take any action; or
- To take disciplinary action.

1. The grounds for appeal and the process for appeals under this policy are set out in Attachment G5.
2. If the internal complaints processes set out in this policy do not achieve a satisfactory resolution/outcome for you, or if you believe it would be impossible to get an impartial resolution within Redlands Netball Association, you may choose to approach an external agency such as an equal opportunity commission to assist with a resolution.

Step 8: Documenting the Resolution

1. The Hearing Officer will document the complaint, the process followed and the outcome. This document will be stored in a confidential and secure place.
2. All documentation related to the complaint will be confidentially stored by the relevant body (the group that handled the complaint process).
3. If the matter is of a serious nature, or if the matter was escalated to and/or dealt with at the national level, the original document will be stored at the national office with a copy stored at the state and/or association office.

External Procedure

If you feel that you have been harassed or discriminated against you can seek advice from your state anti-discrimination or equal opportunity commission. There is no obligation to make a formal complaint. However if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

Once a complaint is received by the commission they will investigate the matter. If it appears that unlawful harassment or discrimination has occurred the commission will attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken. This could include an apology or financial compensation for distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint with the commission an appropriate person from our organisation (e.g. an MPIO) may be available to support you during the process. It is also common to have legal representation, particularly if the complaint goes to a formal hearing.

Contact details for the state and territory anti-discrimination and equal opportunity commissions are available on the Play by the Rules website: <http://www.playbytherules.net.au/resources/quick-reference-guide>.

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

ATTACHMENT G2: MEDIATION

Mediation is a process that allows all 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 talk through the issues making 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 Redlands Netball Association.

1. The people involved in a formal complaint (complainant 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 either before or after an investigation of the complaint.
2. Mediation will only be recommended:
 - a) After the complainant and respondent have had their chance to tell their version of events to the MPIO or Hearing Officer on their own; and
 - b) The Hearing Officer does not believe that any of the allegations warrant any form of disciplinary action - proven serious allegations will not be mediated, no matter what the complainant desires; and
 - c) Mediation looks like it will work (i.e. the versions given by the complainant and respondent tally or almost tally and/or at the very least, it looks as though it will be possible for each party to understand the other party's point of view).
3. Mediation will not be recommended if:
 - d) The respondent has a completely different version of the events and they won't deviate from these;
 - e) The complainant or respondent are unwilling to attempt mediation;
 - f) When the issues raised are sensitive in nature;
 - g) When there is a real or perceived power imbalance between the people involved;
 - h) Matters that involve serious, proven allegations;
 - i) The complaint is not suitable for mediation due to the nature of the complaint, the relationship between you and the respondents and any other relevant factors.
4. If mediation is chosen to try and resolve the complaint the Hearing Officer will, under the direction of Redlands Netball Association and in consultation with the complainant and the respondent(s), arrange for a mediator to mediate the complaint.
5. The Hearing Officer will notify the respondent(s) that a formal complaint has been made, provide them with details of the complaint, and notify Redlands Netball Association that it has decided to refer the matter to mediation.
6. The mediator's role is to assist the complainant and respondent(s) reach an agreement on how to resolve the problem. The mediator, in consultation with the complainant and respondent(s),

will choose the procedures to be followed during the mediation. At a minimum, an agenda of issues for discussion will be prepared by the mediator.

7. The mediation will be conducted confidentially and without prejudice. The rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved will be preserved.
8. At the end of a successful mediation the mediator will prepare a document that sets out the agreement reached between the complainant and respondent(s) and it will be signed by them as their agreement.
9. If the formal complaint is not resolved by mediation, the complainant may:
 - a) Write to the Hearing Officer within 14 days of the mediation to request that they reconsider the complaint in accordance with Step 5; or
 - b) Approach an external agency such as an anti-discrimination or equal opportunity commission to resolve the matter.

ATTACHMENT G3: INVESTIGATION PROCESS

There will be times when a complaint will need to be investigated and evidence gathered. An investigation helps determine the facts relating to the incident, as well as produce findings and recommendations. Any investigation that Redlands Netball Association conducts will be fair to all people involved.

If Redlands Netball Association decides that a complaint should be investigated the following steps are to be followed:

1. A written brief will be provided to the investigator to ensure the terms of engagement and scope of the investigator's role and responsibilities are clear.
2. The complainant will be interviewed by the investigator and the complaint documented in writing.
3. The details of the complaint will be conveyed to the person/people complained about (respondent(s)) in full. The respondent(s) will be given sufficient information to enable them to properly respond to the complaint.
4. The respondent(s) will be interviewed by the investigator and given the opportunity to respond. The respondent's response to the complaint will be documented in writing.
5. If there is a dispute over the facts, statements from witnesses and other relevant evidence will be obtained to assist in a determination.
6. 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.
7. A report documenting the complaint, investigation process, evidence, and finding and, if requested, recommendations will be given to the Hearing Officer.
8. A report documenting the complaint and summarising the investigation process and key points that were found to be substantiated, inconclusive, unsubstantiated and/or mischievous will be provided to the complainant and the respondent(s).
9. Both the complainant and the respondent(s) are entitled to support throughout this process from their chosen support person/adviser (e.g. MPIO or other person).
10. The complainant and the respondent(s) may have the right to appeal against any decision based on the investigation. Information on our appeals process is in Attachment G5.
11. Under no circumstances will Redlands Netball Association conduct an investigation into any serious or criminal allegations or allegations that have been referred to the police or other relevant agency.

ATTACHMENT G4: 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.

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

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

Step 1: Receive the allegation

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

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

Step 2: Report the allegation

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. Contact the relevant child protection agency or police for advice if there is any doubt about whether the allegation should be reported.
3. If the allegation involves a person to whom this policy applies, then also report the allegation to Redlands Netball Association.

Step 3: Protect the child and manage the situation

1. The appropriate person from Redlands Netball Association will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is in paid employment with Redlands Netball Association.
2. The appropriate person from Redlands Netball Association will consider which services may be most appropriate to support the child and his or her parent/s or guardian/s.
3. The appropriate person from Redlands Netball Association will consider which support services may be appropriate for the alleged offender.
4. The appropriate person from Redlands Netball Association will put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

1. Up to three different investigations can be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a) a criminal investigation (conducted by the police);
 - b) a child protection investigation (conducted by the relevant child protection agency); and
 - c) a disciplinary or misconduct inquiry/investigation (conducted by Redlands Netball Association).
2. Regardless of the findings of the police and/or child protection agency investigations the appropriate person from Redlands Netball Association will 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.
3. The appropriate person from Redlands Netball Association will consider all information relevant to the matter – including any findings made by the police, the child protection authority and/or court – and then set out a finding, recommend actions and the rationale for those actions.
4. If disciplinary action is recommended the appropriate person from Redlands Netball Association will follow the procedures set out in the Member Protection Policy.
5. The appropriate person from Redlands Netball Association will provide the relevant government agency with a report of any disciplinary action taken, where this is required.

Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au In emergencies: Ph: 000	Department of Communities www.communities.qld.gov.au/childsafety Ph: 1800 811 810
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ATTACHMENT G5: HEARINGS & APPEALS TRIBUNAL PROCEDURE

The following hearing procedure will be followed by hearings tribunals established by Redlands Netball Association.

Hearings

Where the Hearings Officer at Redlands Netball Association receives a complaint referred to it under this policy the association shall follow the procedures set out below.

1. Upon receipt of the complaint the Hearings Officer shall, as soon as possible, do the following:
 - a) Determine the composition of the hearings tribunal;
 - b) Send to the respondent:
 - a. A notice setting out the alleged breach including details of when/where it is alleged to have occurred; and
 - b. A notice setting out the date, time and place for the hearing of the alleged breach which shall be as soon as reasonably practical after receipt of the complaint or information; and
 - c. A copy of the complaint; (“referred to as Notice of Alleged Breach”);
 - c) Send a copy of the Notice of Alleged Breach to the chairperson of the hearings tribunal.
2. The hearings tribunal for each hearing shall be appointed by the board (however described) of Redlands Netball Association 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 the sport; and
 - c) A person of experience and skills suitable to the function of the hearings tribunal, provided that such persons do not include:
 - a. A person who is a member of the board (however described) of the organisation which appoints the hearings tribunal; or
 - b. A person, who would, by reason of their relationship with the complainant or the respondent, be reasonably considered to be other than impartial.
3. Frivolous, vexatious or malicious complaints
 - a) If within 48 hours of sending the Notice of Alleged Breach the respondent alleges in writing to the Hearings Officer that the complaint is frivolous, vexatious or malicious, the chairperson shall as a preliminary issue, determine whether or not such complaint is frivolous, vexatious or malicious and advise the parties of his or her determination.
 - b) The Hearings Officer shall provide to the other parties to the hearing a copy of the written allegation made by the respondent that the complaint is frivolous, vexatious or malicious.
 - c) The chairperson shall determine such preliminary issue as soon as practicable and in whatever manner the chairperson considers appropriate in the circumstances provided that he or she does so in accordance with the principles of natural justice.

- d) The decision of the chairperson under this clause may be appealed within 48 hours of the determination to the relevant appeal body.
4. The hearings tribunal shall hear and determine the alleged breach 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 G6.
 5. The parties to the hearing shall include the complainant, the respondent, the relevant organisation being Redlands Netball Association and any witnesses which the hearings tribunal considers necessary.
 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 Redlands Netball Association;
 - b) Banned from any event or activities held by or sanctioned by Redlands Netball Association; and/or
 - c) 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. There is no right of appeal of the decision by a hearings tribunal.
 8. 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 proprietary is at risk. A party may be represented by an advocate who is not a barrister or solicitor at the hearing.
 9. Each party to the hearing shall bear their own costs in relation to the hearing.
 10. The hearings tribunal shall give its decision as soon as practical after the hearing and the Hearings Officer will deliver to the following a statement of the written reasons:
 - a) The complainant;
 - b) The respondent; and
 - c) Any other party represented in the hearing.
 11. 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.
 12. 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.

Appeals

A party represented at a hearings tribunal may appeal a decision of a hearings tribunal on the grounds that natural justice has not been provided.

1. An appeal shall be made to the following appeal body:
 - a) An appeal against a decision of a Hearings Officer of Redlands Netball Association, shall be made to the hearings tribunal of Redlands Netball Association. Subject to the discretion of the chairperson of the hearings tribunal all appeals to Redlands Netball Association shall be heard at the principal place of business of Redlands Netball Association; or
 - b) An appeal against a decision of a hearings tribunal established by Redlands Netball Association, shall be made to the appeal division of the Court of Arbitration for Sport (Oceania Registry) ("CAS") (referred to as the "appeal body").
2. There is only one right of appeal following the decision of the initial hearings tribunal. Any appeal must be solely and exclusively resolved by the appeal body and the decision of such appeal body is final and binding on the parties. It is agreed that no party to such appeal may institute or maintain proceedings in any court or tribunal other than the relevant appeal body. Note: This provision does not prevent any person or organisation taking action under state or federal legislation.
3. The process for such appeal is as follows:
 - a) The party wishing to appeal ("the Appellant") shall within 72 hours of the hearings tribunal delivering its decision:
 - a. Advise, in writing, the Hearings Officer of Redlands Netball Association of their intention to appeal ("Notice of Intention to Appeal"); or
 - b. In the case of an appeal to CAS from a decision of a hearings tribunal established by Redlands Netball Association, complete and file an application to appeal with CAS in accordance with the Code of Sports Related Arbitration; and
 - c. For an appeal to Redlands Netball Association, as soon as possible after receipt of the Notice of Intention to Appeal, the Hearings Officer of Redlands Netball Association shall appoint a hearings tribunal to hear and determine the appeal; and
 - d. Within 5 days of lodging the Notice of Intention to Appeal, (or such shorter time as determined by the appeal body if there is urgency) the Appellant shall
 - i. Pay the appeal fee (if any) to the Hearings Officer of Redlands Netball Association, or in the case of an appeal to CAS, the fee as per the Code of Sports-Related Arbitration applicable to CAS; and
 - ii. Submit to the Hearings Officer of Redlands Netball Association, four written copies of the grounds of appeal. The Hearings Officer of Redlands Netball Association shall provide a copy of the grounds of appeal to the other party, to the Hearings Officer who made the decision which is the subject of the appeal and the chairperson of the appeal body. If either of the requirements in this sub-clause are not met by the due time the appeal shall be deemed to be withdrawn;

- b) On completion of the procedures in a)a. to a)d., the Hearings Officer of Redlands Netball Association (as the case may be) shall determine a place, time and date for the hearing of the appeal and as soon as possible thereafter notify all parties to the appeal in writing of such details; and
 - c) The procedure for the appeal shall be the same as the procedure for the hearings tribunal except where the appeal body is CAS, in which case the Code of Sports-Related Arbitration shall apply.
4. The appeal body may reject an appeal on the basis that the grounds of appeal are not satisfied.
 5. Upon hearing the appeal the appeal body may do any one or more of the following:
 - a) Dismiss the appeal;
 - b) Uphold the appeal;
 - c) Impose any of the penalties set out in Attachment G6; and/or
 - d) Reduce, increase or otherwise vary any penalty imposed by the initial hearings tribunal.
 6. If the penalty imposed by the appeal body affects other organisations required to comply with this policy, the Hearings Officer of Redlands Netball Association shall as soon as possible notify in writing the relevant organisation of the penalty. Notification of such penalty to a member club shall be deemed to be notification to all members who are members of that member club and notification of such penalty to a member club shall be deemed to be notification to all members of that member club. Every organisation to which this policy applies shall recognise and enforce any decision and penalty imposed by an appeal body under this policy.
 7. The appeal body has no power to award costs and each party shall bear their own costs in relation to any appeal.

ATTACHMENT G6: DISCIPLINARY MEASURES

1. Any disciplinary measure imposed by Redlands Netball Association under this policy must:
 - a) Observe any contractual and employment rules and requirements;
 - b) Conform to the principles of natural justice;
 - c) Be fair and reasonable;
 - d) Be based on the evidence and information presented; and
 - e) Be within the powers of the hearings tribunal and appeals body to impose the disciplinary measure.

What penalties may be imposed?

1. If the hearings tribunal considers that a person or organisation, to whom this policy applies, has breached this policy, it may impose any one or more of the following penalties:
 - a) For breaches committed by organisations: If the hearings tribunal considers that Redlands Netball Association, any other organisation has breached this policy, it may impose any one or more of the following penalties on such organisation:
 - a. Direct that any funding granted or given to it by Redlands Netball Association cease from a specified date;
 - b. Impose a monetary fine for an amount determined by the hearings tribunal;
 - c. Impose a warning;
 - d. Recommend to Redlands Netball Association that its membership of such organisation be suspended or terminated in accordance with their applicable constitution;
 - e. Direct that any rights, privileges and benefits provided to that organisation by Redlands Netball Association be suspended for a specified period and/or terminated;
 - f. Direct that Redlands Netball Association cease to sanction events held by or under the auspices of that organisation;
 - g. Any other such penalty as the hearings tribunal considers appropriate.
 - b) For breaches committed by individual persons: If the hearings tribunal considers that an individual person to whom this policy applies has breached this policy, it may impose any one or more of the following penalties on such person
 - a. Direct that the offender attend counselling to address their conduct;
 - b. Recommend that Redlands Netball Association terminate the appointment of the role which the offender holds with such organisation;

- 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 damaged property;
 - d. Impose a monetary fine for an amount determined by the hearings tribunal;
 - 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, placing, records won in any tournaments, activities or events held or sanctioned by Redlands Netball Association;
 - 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, Redlands Netball Association, or any other organisation which has provided funding;
 - i. Any other such penalty as the hearings tribunal considers appropriate.
2. If an organisation or individual commits a second or subsequent breach under this policy the hearings tribunal shall have regard to the previous breach, the penalty imposed and any other relevant factors, in imposing a penalty for the second or subsequent breach.
 3. If the penalty imposed by the hearings tribunal affects other organisations required to comply with this policy the Hearings Officer of the organisation from which the hearings tribunal is established shall as soon as possible notify the relevant organisations of the penalty. Notification of such penalty to a member club shall be deemed to be notification to all members who are members of the member club and notification of such penalty to a member club shall be deemed to be notification to all members of the member club.
 4. Every organisation to which this policy applies shall recognise and enforce any decision and penalty imposed by a hearings tribunal under this policy.
 5. When imposing any form of discipline it will be accompanied by a warning that a similar breach of policy by that individual in the future may result in the imposition of a more serious form of discipline.

Factors to Consider When Imposing Discipline

1. The form of discipline to be imposed on an individual or organisation will depend on factors such as:
 - a) Jurisdiction over the individual or organisation;
 - b) Nature and seriousness of the behaviour or incidents;
 - 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?



Redlands Netball Association

Reporting Forms

Policy 2014-MPP-H

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 To assist in consistency and accuracy in following procedures and reporting on the issues covered by Redlands Netball Association's Member Protection Policy, the following documents are to be used:

ATTACHMENT 1	MPIO (Member Protection Information Officer) Record of INFORMAL Complaint To be used by MPIOs or others who receive a complaint or allegation.
ATTACHMENT 2	Confidential Record of FORMAL Complaint To be used when a formal complaint is received by Redlands Netball Association.
ATTACHMENT 3	Confidential Record of Child Abuse Allegation To be used by MPIOs or others who receive complaints/allegations of child abuse.
ATTACHMENT 4	Record of Mediation To be used by those who conduct mediation.
ATTACHMENT 5	Record of Tribunal Decision
ATTACHMENT 6	Incident Report Form
ATTACHMENT 7	Application to Appeal Form

**ATTACHMENT 1 MPIO (Member Protection Information Officer)
Record of INFORMAL Complaint**

MPIO Name:		Date:	
Complainant's Name:		Date:	
Complainant's Age	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18		
Complainant's Role	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Player <input type="checkbox"/> Coach / Assistant Coach <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (please specify):		
Nature of complaint:	<input type="checkbox"/> Harassment OR <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual / sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Child abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Other (please specify):		
Location of alleged event / issue:			

Facts as stated by complainant:	
Complainant's preferred resolution:	
What information has been provided?	
What they are going to do now:	
Completed by:	Name: Position: Signature: Date:
Signed by:	Complainant: Respondent:

ATTACHEMENT 2: Confidential Record of FORMAL Complaint

This record and any notes must be kept in a confidential place. If the issue becomes a formal complaint, this record is to be sent to the MPIO/relevant personnel of **Redlands Netball Association**.

Complainant's Name:		Date:	
Complainant's Age	<input type="checkbox"/> Under 18 <input type="checkbox"/> Over 18		
Complainant's Role	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Player <input type="checkbox"/> Coach / Assistant Coach <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (please specify):		
Nature of complaint:	<input type="checkbox"/> Harassment OR <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual / sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Child abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Other (please specify):		
Location of alleged event / issue:			

Facts as stated by complainant:	
Complainant's preferred resolution:	
What information has been provided?	
What they are going to do now:	
Completed by:	Name: Position: Signature: Date:
Signed by:	Complainant: Respondent:

ATTACHMENT 3: Confidential Record of Child Abuse Allegation

Before completing, ensure the procedures outlined in Attachment C4 of the Redlands Netball Association Member Protection Policy – Part G (Complaint Handling Policy) have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name:		Date:	
Association Role:			
Child's Name:		Age:	
Child's Address:			
Reason for suspecting abuse: (e.g. observation, injury, disclosure)			
Name of Respondent:			
Is the Respondent a financial member of Redlands Netball Association?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unkown		
Respondent's Role	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Player <input type="checkbox"/> Coach / Assistant Coach <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (please specify):		
Witnesses: (If more than 3 witnesses, attach details to this form)	Name: Contact Details: Name: Contact Details: Name: Contact Details:		
Interim action taken: (To ensure child's safety and/or to support the needs of the person complained about)			

Police contacted:	Who: When: Advice provided:
Government agency contacted:	Who: When: Advice provided:
Association President or Secretary contacted:	Who: When:
Police and/or government agency investigation findings:	
Internal investigation findings:	
Action taken:	
Completed by:	Name: Position: Signature: Date:
Signed by complainant: (if not a child)	

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

ATTACHMENT 4: Record of Mediation

Present at mediation:	
Date of mediation:	
Venue of mediation:	
Mediator:	
Summary of mediation: (minutes attached)	
Outcome of mediation:	
Follow up (if required):	
Completed by: (Signature)	
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. A copy should be retained by Redlands Netball Association regardless of the level at which the complaint was made.

ATTACHMENT 5: Record of Hearings Tribunal Decision

Complainant's Name:		Date:	
Complainant's Role	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Player <input type="checkbox"/> Coach / Assistant Coach <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (please specify):		
Name of Respondent:			
Respondent's Role	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Player <input type="checkbox"/> Coach / Assistant Coach <input type="checkbox"/> Official <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (please specify):		
Location of alleged issue / event:			
Description of alleged issue:			

Nature of complaint:	<input type="checkbox"/> Harassment OR <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual / sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Child abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Other (please specify):
Methods of attempted informal resolution:	
Support person:	
Hearings Tribunal Members:	
Hearings Tribunal date and venue:	
Hearings Tribunal decision: (attach report)	
Action recommended and any follow up report required:	
Decision appealed:	
Date of lodgement:	

Appeal hearing date:	
Appeal decision: (attach report)	
Action recommended:	
Completed by:	Name: Position: Signature: Date:
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. A copy should be retained by Redlands Netball Association regardless of the level at which the complaint was made.

ATTACHMENT 6: Incident Report Form

This report sheet is to be completed on incidents occurring within a competition and must be lodged with the relevant official of Redlands Netball Association in accordance with the specified timeframes.

Date:	
Competition:	
Division:	
Teams	
If the incident is regarding the conduct of a player, please complete the following:	
Name:	
Team:	
Position:	
If the incident is regarding the conduct of any other person, please complete the following:	
Name:	

Charge: (Please tick appropriate offence. If more than one offence, tick all appropriate boxes)			
<input type="checkbox"/>	Fighting / striking with a clenched fist	<input type="checkbox"/>	Using abusive, obscene and/or threatening language
<input type="checkbox"/>	Striking with an open hand	<input type="checkbox"/>	Striking with a ball or other object
<input type="checkbox"/>	Kicking / attempting to kick	<input type="checkbox"/>	Deliberately tripping an opponent
<input type="checkbox"/>	Attempting to strike with a clenched fist	<input type="checkbox"/>	Deliberately elbowing
<input type="checkbox"/>	Racial / discriminatory abuse	<input type="checkbox"/>	Undue rough play
<input type="checkbox"/>	Unsporting conduct, including disputing decisions	<input type="checkbox"/>	Repeated deliberate infringements

Please answer the following:

1. Was a warning given to the player during the game?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Was the player suspended for a specified period during the game? If yes for how long? (e.g. 3 centres, 1 interval):	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Was the player ordered off (whole game)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Was the player abusive towards the Official(s) after the game?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. If the matter is referred to a Disciplinary Hearing, you may be required to appear and give evidence. Will this cause difficulty for you?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

<p>Please give specifics of the offence (include word for word verbals or swearing) and list any witness/witnesses.</p>	
<p>Name:</p>	
<p>Signature:</p>	
<p>Contact information:</p>	
<p>Signature of Redlands Netball Association Official:</p>	
<p>Date:</p>	
<p>Time:</p>	

<p>Redlands Netball Association Official Use:</p>

ATTACHMENT 7: Application to Appeal Form

Appellant Information

Information contained in the Application to Appeal Form must be completed in BLOCK letters. Please complete ALL fields.

Contact Details:

Club name:	
Contact person:	
Position:	
Address:	
Postal address:	
Telephone:	
Mobile:	
Email:	

1. The appellant appeals pursuant to (insert section and title of Constitution, By-Laws, Competition Rules, administrative decision etc. under which appeal is brought):

2. From a (state whether a decision, order, refusal etc. is appealed against)

3. By (insert name of person or committee appealed against):

4. On (insert date of decision etc. appealed against):

5. Matters appealed against are (set out brief description of matters appealed, including whether the appeal is against the whole decision, or part of a decision, and if a part which part or parts of the decision):

6. Grounds of the appeal are (set out fully the grounds of appeal in numbered paragraphs – if insufficient space the grounds of appeal should be included as an attachment):

7. Names of witnesses and representatives (include contact telephone numbers of people who are to provide information on your behalf to the Appeals Committee):

8. The following documents are attached in support of the appeal (set out documents, including title and dates):

9. Outcome requested (set out the outcome sought or in which way it is claimed the matter appealed against should be varied):

Signature: _____

Capacity: _____

Related Documents

Redlands Netball Association Member Protection Policy



Redlands Netball Association

Photography Policy

Policy 2014-MPP-I

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 This policy is designed to provide an understanding of issues surrounding the acquisition and display of images of registered members participating in netball activities. It also serves as an administrative reference in relation to the management of photography and videography by any person at Redlands Netball Association functions, events and matches.

2. Policy Statement

- 2.1. In Australia there is no law restricting photography or videography of people including children in public spaces as long as the images are NOT:
- Indecent (such as 'upskirt' or 'downblouse' photographs taken covertly in change rooms or toilets)
 - Being used for voyeurism or made for the purpose of observing and visually recording a person's genital or anal region
 - Protected by a court order (e.g. child custody or witness protection)
 - Defamatory
 - Being for commercial purposes (person's likeness is used to endorse or entice people to buy a product)
- 2.2 The Redlands Netball Association's venue is located on Council playing fields and is open to the public however if Redlands Netball Association is hosting a sanctioned event all individuals taking photographs or video images will be subject to the rules and policies of Redlands Netball Association.

- 2.3 The publishing of a photograph or image can from time to time be used either inappropriately or illegally. Images of a child (including your own child) if photographed in a provocative and sexual manner can contravene criminal codes and censorship laws.
- 2.4 Redlands Netball Association requires the privacy of others to be respected and prohibits the use of camera phones, videos and cameras inside changing areas, showers and toilets.
- 2.5 Redlands Netball Association will only use appropriate images of a child, relevant to netball and depicting the child suitably clothed in a manner that promotes participation in netball.
- 2.6 When using a photo of a child Redlands Netball Association will not name or identify the child or display personal information such as residential address, email address or telephone numbers without gaining written consent from the parent/guardian.
- 2.7 Redlands Netball Association will not display information about hobbies, likes/dislikes, school etc. as this information has the potential to be used as 'grooming tools'.
- 2.8 Photography and video footage is only taken by Redlands Netball Association at Redlands Netball Association sanctioned events and matches for three purposes:
- Player/umpire training and development
 - Redlands Netball Association promotion and publicity
 - Participants and family use
- 2.9 Indoor venues such as sport centres may already have particular photography/video restrictions or guidelines in place which a club or Redlands Netball Association, as a user of the centre, is required to follow.
- 2.10 It is recommended that staff and volunteers of Redlands Netball Association sign an acknowledgement that they are aware that all images and video footage taken may be used for legitimate purposes by Redlands Netball Association. This policy applies to all Redlands Netball Association sanctioned events.

3. Exceptions to Freedom to Photograph

- 3.1 There are specific instances in law where the taking of any image is banned. Such instances generally relate to child custody matters, wards of the state, restraining orders and witness protection. It is also possible that from time to time other circumstances may preclude the taking of any image of an individual.
- 3.2 Where such orders are in place it is the responsibility of the parent or guardian or individual to notify Redlands Netball Association including where appropriate the provision of a confidential copy of the order. In such cases Redlands Netball Association will use its best endeavours to prevent the taking of such images.

4. Photography for Publication or Commercial Use

- 4.1 Where a photographer / videographer has been contracted by Redlands Netball Association to acquire images of individuals or teams for the purpose of selling images to participants or interested persons, the contractor is required to be suitably identified and provide their Blue Card issued by the Queensland Public Safety Business Agency. Where a contractor has been engaged Redlands Netball Association has the obligation to advise the contractor of any limitations as prescribed by a court order or law. Attached is a general **Image and Video Release Form** to be used.

5. Photography for Private Use

- 5.1 There are no restrictions on parents, guardians and/or family members taking photos or video footage of their children participating in Redlands Netball Association sanctioned events provided the images are for personal use and do not encroach on the limitations as described in *Exceptions to Freedom to Photograph*.
- 5.2 Equally there are no restrictions on officials (including coaches, umpires and administrators) taking images for coaching purposes, umpire development or general publicity provided *Exceptions to Freedom to Photograph* is observed.

6. Inappropriate Photography

- 6.1 Where an individual is believed to be inappropriately photographing any member of Redlands Netball Association, the association will do the following:
- Inform a Redlands Netball Association official
 - Ask the individual to cease taking photos or video footage
 - If the individual does not cease call the police

Application For Exemption To Photograph/Video/Film A Member

_____ advises that a current court order is in place in respect of
[Name of Parent/Guardian/Member]

[Name of Protected Person].

The court order provides that in the interests of safety and wellbeing of the protected person that anonymity is required. As such it is requested that no images by way of still photography, video or film be taken and published.

I advise that all members of my team and club officials have been advised of the above matter and have agreed to comply.

Signed:	
----------------	--

Print Name:	
--------------------	--

Date:	
--------------	--

<input type="checkbox"/> Application is approved. No images are to be taken of the protected person.
Reason application is approved:

Team Name:		Grade/Division:	
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Signed:	
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Position:	
------------------	--

Print Name:	
--------------------	--

Date:	
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OFFICIAL USE ONLY	
Dated added to non-consent list:	

The information in this publication (Photography Policy) is of a general nature only and it is neither intended to be relied upon as, nor to be a substitute for, specific professional advice. No responsibility can be accepted where an individual or group or by any person acting on behalf of any individual or group does not comply with the general policy or intent of the policy or any material in this publication (Photography Policy) can be accepted.

Image and Video Release Form

Redlands Netball Association Events

Date:	
--------------	--

Name:	
--------------	--

Address:	
-----------------	--

I give my permission for **Redlands Netball Association** to use any photographic image and video taken of me to be used by **Redlands Netball Association** in printed publications, to be provided to media outlets, on the internet or including but not limited to **Redlands Netball Association** social media platforms. I understand that my name may be published with such photo/s video/s.

Upon signing of this form I understand that I have no rights to the same material.

If aged under 18, the person's parent, guardian or legal carer must sign on their behalf and identify their relationship to the person)

Signed:	
----------------	--

Date:	
--------------	--

Signature of legal parent/guardian (if under 18 years of age):	
---	--

Parent/guardian name:	
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Relationship to member:	
--------------------------------	--

Witness Signature:	
---------------------------	--

Witness Name:	
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Redlands Netball Association

First Aid Policy

Policy 2014-MPP-J

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

1.1 Redlands Netball Association recognises the importance of first aid in treating injuries and illness and preventing further injuries or illness. The health and safety of our members and guests is a paramount concern to Redlands Netball Association. The purpose of this policy is to provide clear guidelines and practical procedures for the provision and implementation of first aid at all association events.

2. Policy Statement

2.1. Redlands Netball Association will implement procedures to allow for effective management and treatment of injured and ill members.

2.2 In outlining these procedures, Redlands Netball Association will follow industry and sports specific first aid guidelines. The association reserves the right to cancel, postpone and/or alter an event in the interests of safety of all members.

3. Applicability

3.1 This policy applies to all members, volunteers, staff and visitors of Redlands Netball Association including but not limited to, players, umpires, team officials, volunteers, spectators and staff. The responsibility of implementing this first aid policy rests with the management committee.

4. Definitions

First Aid	The initial provision of care for a person suffering from an injury or illness until more advanced care is provided or the person recovers.
First Aid Personnel	Persons who have been trained in first aid procedures and hold a first aid qualification.
First Aid Qualification	Includes current 'Apply First Aid' or 'Occupational First Aid' or qualifications with equivalent competencies.
First Aid Equipment	Includes first aid kits, beds, wheelchairs and resuscitation equipment.
Medical Assistance	Medical treatment provided by a licenced professional medical practitioner.

5. Legislative Requirements

- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011*
- *First Aid Code of Practice 2004*

6. Procedure

6.1 First Aid Officers

6.1.1 In accordance with the First Aid Code of Practice at least one first aid officer is deemed necessary for Redlands Netball Association headquarters at Thornlands. In consultation with the management committee, the association should determine which employee/s and/or volunteers would be trained as the first aid officer and arrange training. Copies of the first aid officers' qualifications are to be filed in their personnel file.

The management committee will arrange emergency evaluation drills at least six monthly.

6.2 First Aid Kit

6.2.1 The contents of the first aid kit must be protected from dust and damage, and be kept in a container which clearly identifies the contents and purpose. The container must be easily recognisable (for example, a white cross on a green background prominently displayed on the outside) and should not be locked. The first aid kit should be easily accessible for all employees and volunteers in the clubhouse.

6.2.2 The first aid kit must be inspected by the first aid officer every month to ensure that it is well stocked and items with expiry dates are replaced before they expire. The secretary must be advised if stock needs to be replenished.

6.3 First Aid Treatment

- 6.3.1 If a person requires first aid treatment, the nearest first aid officer must be contacted to administer first aid treatment.
- 6.3.2 The first aid officer must record the following information:
- Name and location of person
 - Type of injury, if known
 - Urgency of matter; and
 - Determination if another first aid officer is required
- 6.3.3 The first aid officer will attend to the injured or ill person and provide assistance that they consider the most appropriate. First aid officers must only provide assistance in accordance with their training.
- 6.3.4 Where an injury is of a more serious nature and requires the person to be referred to a doctor or taken to hospital, the first aid officer will determine the appropriate transport.

6.4 First Aid Records

- 6.4.1 When using supplies from the first aid kit the 'first aid kit log book' must be completed. The log book is to be kept inside the first aid kit. The following details must be entered into the log:
- Date and time
 - Name of injured person
 - Nature of injury/illness
 - Treatment provided
 - Supplies used
 - Name of attending first aid officer, if applicable.
- 6.4.2 The first aid officer and/or an occupational health and safety representative must record details of all injuries using an Injury/Incident Report Form, and forward the form to the secretary to note the incident register and file for future reference.

References

Netball Australia First Aid Guidelines
Sports Medicine Australia



Redlands Netball Association

Inclusion Policy

Policy 2014-MPP-K

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 Redlands Netball Association is committed to being an inclusive organisation, where everyone has the opportunity to participate at a level appropriate to their ability. Participation in netball has the power to unite communities, empower individuals and break down barriers. All individuals will be treated equally, with dignity and respect to ensure that all people experience a safe and inclusive netball environment.
- 1.2 The Redlands Netball Association Inclusion Policy aims to set a standard of equality and diversity within Redlands Netball Association. It aims to promote principals of equality and ensure respect and diversity is intrinsic to netball culture.
- 1.3 Redlands Netball Association's inclusion policy will benefit the organisation and will result in the following outcomes:
 - Increase and diversity in netball participation and membership
 - A focus on equal outcomes for members rather than equal output
 - A more inclusive netball culture

2. Policy Statement

2.1. Redlands Netball Association will endeavour to promote equality and diversity within all areas of the association. This will include but will not be limited to the promotion of netball to communities such as:

- Culturally and linguistically diverse (CALD)
- Indigenous
- Individuals with a mental illness and/or disability

2.2 In addition to the promotion of netball programs, Redlands Netball Association and persons identified in Member Protection Policy Clause 3 commit to ensuring all are educated in diversity, access and equity awareness and that Redlands Netball Association policies and practises are reviewed regularly to ensure they meet the needs of the wider community.

3. Applicability

3.1 This policy applies to Redlands Netball Association and persons identified in Member Protection Policy Clause 3.1. This policy will also provide a clear policy framework for Redlands Netball Association's affiliated clubs.



Redlands Netball Association

Adverse Weather Conditions Policy

Policy 2014-MPP-L

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 Redlands Netball Association recognises that adverse weather conditions present some level of risk that can harm the performance and/or the health of participants. Activities that occur in adverse weather conditions can place participants at risk of injury, illness and in extreme circumstances, even death.
- 1.2 The health and safety of our members is a paramount concern of Redlands Netball Association. As such to reduce the risk of injury, manage potentially dangerous weather situations and meet legal obligations for duty of care, Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 aim to provide a safe environment for players, coaches, umpires, administrators, and spectators. The purpose of this policy is to provide clear cancellation guidelines for event organisers and coordinators on the occasion of adverse weather conditions.
- 1.3 This policy document includes the following adverse weather procedures:
 - Hot Weather
 - Wet Weather
 - Lightening
 - Fire, Smoke and Haze

2. Policy Statement

- 2.1. Redlands Netball Association reserves the right to cancel/postpone or alter an event in the interest of participant health and safety and as such has developed clear cancellation guidelines for event organisers and coordinators. These guidelines aim to assist when managing events in adverse weather conditions and minimise the risk of injury and illness for all participants involved.

3. Applicability

- 3.1 This policy applies to all participants of Redlands Netball Association and persons identified in Member Protection Policy Clause 3 including but not limited to, players, umpires, team officials, volunteers, spectators and staff.

4. Definitions

Activity	To encompass all Redlands Netball Association organised events. Including but not limited to competitions, player camps, team selections, training, meetings, courses and presentations
Adult/ Adolescent	A participant 18 years of age or older
Ambient Temperature	Temperature of the surrounding air, not taking into account humidity or wind in the air
Child	A participant under the age of 158 years
Dehydration	Loss of body water and salts essential for normal body function. Excessive dehydration in a sporting environment may lead to heat exhaustion and heat stroke
Drizzle	To rain gently in fine, mist like drops
Fog	Condensed water vapour in cloudlike masses lying close to the ground and limiting visibility
Frost	A deposit of minute ice crystals formed when water vapour condenses at a temperature below freezing
Heat exhaustion	A form of heat illness characterised by a high heart rate, dizziness, headache, loss of endurance/skill/confusion and nausea
Heat stroke	A form of heat illness with characteristics similar to heat exhaustion in conjunction with dry skin and confusion. Heat stroke may arise in a participant who has not been identified as suffering from heat exhaustion and has persisted in further activity
Intermittent	Stopping and starting at intervals
Lightning	A flash of light in the sky, occurring during a thunderstorm and caused by a discharge of electricity, either between clouds or between a cloud and the earth
Storm	An atmospheric disturbance manifested in strong winds accompanied by rain, snow, and/or other precipitation and often by thunder and lightning
Thunder	The crashing or booming sound produced by rapidly expanding air along the path of the electrical discharge of lightning
Wet Bulb Globe Temperature (WBGT)	A composite temperature used to estimate the effect of temperature, humidity, wind speed (wind chill, and visible and infrared radiation, usually sunlight) on humans. It is used by industrial hygienists, athletes, and the military to determine approximate exposure levels to high temperature

5. Legislative Requirements

Not applicable

6. Procedure

- 6.1 Prior to the commencement of Redlands Netball Association and persons identified in the Member Protection Policy Clause 3 events and activities a weather panel is to be formed. This panel is to consist of three members officiating netball competitions and events.
- 6.2 With the guidance of the procedures listed below the weather panel has the authority to ensure a decision is made in regards to the management of adverse weather conditions in order to ensure the safety of all participants. Decisions may be reviewed in light of changes in weather conditions.
- 6.3 Hot Weather
- 6.3.1 Obtain an accurate temperature (both ambient and WBGT) from the Bureau of Meteorology (BOM) www.bom.gov.au/info/thermal_stress/index.shtml, before assessing the severity of the conditions.
- 6.3.2 Assess the severity of the conditions by using the tables and information below. Ensure the recommended method of management is undertaken.
- 6.3.3 Events involving children –
Children that are exposed to activities in warm or hot weather conditions increase their risk of heat illness. Children sweat less and experience less evaporative cooling than adults and consequently have a greater difficulty reducing core body temperature. Sports Medicine Australia recommends ambient temperature is the most effective way of evaluating risk of activities in hot weather for children.

The following table provides recommendations on the management of activities in hot, dry weather conditions for children.

Ambient temperature °C	Relative humidity	Risk of Heat Illness	Recommended management
15-20		Low	Caution over-motivation
21-25	Exceeds 70%	Low- Moderate	Caution over-motivation
26-30	Exceeds 60%	Moderate- High	When required reduce intensity and duration of play/training Where required incorporate more rest and hydration breaks Consider player rest and rotation

Ambient temperature °C	Relative humidity	Risk of Heat Illness	Recommended management
31-35	Exceeds 50%	High- Very High	When required incorporate an additional rest/hydration break at the half way point of every quarter Consider player rest and rotation
36 and above	Exceeds 30%	Extreme	When possible postpone games to cooler conditions or cooler part of the day Avoid scheduling games during the hottest part of the day – between 11am and 3pm Consider shortening the game time OR Cancel

6.4.4 Events involving adults –

The most effective way of evaluating the risk of activities in hot weather for adults is by measuring Wet Bulb Globe Temperature (WBGT) or the Bureau of Meteorology (BOM).

The following table provides recommendations on the management of activities in hot, humid weather conditions for adults.

WBGT	Risk of Heat Illness	Recommended management
Less than 20	Low	Caution over-motivation
21-25	Moderate- High	Caution over-motivation Where required incorporate more rest and hydration breaks Consider player rest and rotation
26-29	High- Very High	Limit intensity and take more rest and hydration breaks Limit duration to less than 60 minutes per session Consider shortening the game time
30 and above	Extreme	Where possible postpone games to cooler conditions or cooler part of the day Avoid scheduling games during the hottest part of the day – between 11am and 3pm Consider shortening the game time OR Cancel

NB: Whilst an air conditioned indoor venue provides less of a problem, a hot indoor or outside venue, without shaded areas, is likely to become an inappropriate environment for playing and air flow should be considered.

6.5 Factors to consider in conjunction with the above tables include the following:

- *Fitness levels / athletic ability of participant* - An overweight and unconditioned participant will generally be more susceptible to heat illness.
- *Age and gender of participant* - Female participants may suffer more during activity in the heat, due to their greater percentage of body fat.
- *Veteran participants* - Generally more susceptible to heat illness due to reduced cardiac function

- *Surface type* - A solid, black asphalt court area in direct sunlight will retain heat. Surface type and amount of direct sunlight will vary from facility to facility.
- *Prior medical conditions* -It is important to be aware of the participants who have a medical condition or are taking medication that may predispose them to heat illness. Examples include asthma, diabetes, pregnancy, heart conditions and epilepsy. Some medications and conditions may require special allowances. Any player that is experiencing a high temperature, viral infection, diarrhoea or vomiting should be excluded from participating due to increased risk of heat illness.
- *Heat waves* – Extra caution needs to be taken during heat waves or unusually hot or humid climates, or if participants have travelled from a cooler area to a hot and humid climate.

6.6 Wet Weather

6.6.1 Prior to the event ensure a proactive approach and obtain details about local weather conditions from BOM, www.bom.gov.au.

6.6.2 Assess the severity of the conditions by utilising the table and information below. Ensure the recommended method of management is undertaken.

CONTINUE	CANCEL
Light drizzle	Continuous driving rain (including hail)
Intermittent rain	Activity surface is slippery due to excess water – when sweeping doesn't assist the surface
Intermittent heavy rain	Frost and/or ice on the activity surface
Activity surface is wet or slippery – sweep away	Heavy fog
Water pooling on activity surface – sweep away	Snow (light or heavy)

6.7 Lighting

6.7.1 Lightning can strike more than 10km from the edge of a thunderstorm and it is generally agreed that 10km is the minimum safe distance from a storm. Consequently Redlands Netball Association supports the '30/30' rule, which generally states that if it takes less than 30 seconds to hear thunder after seeing a flash of lightning, lightning is near enough to pose a threat. Outdoor activities should only be resumed no less than 30 minutes after the last lightning is seen. The '30/30' rule will be enacted by Redlands Netball Association for lightning safety and serves as a guide for event suspension or cancellation and subsequent resumption. Below are the cancellation guidelines to which Redlands Netball Association will adhere to ensure the safety of participants in the event of lightning.

6.7.2 Prior to the event ensure a proactive approach and obtain details about local weather conditions from BOM, www.bom.gov.au.

6.7.3 Event coordinators are to define a list of safe structures and locations to be utilised in the event of a lightning storm occurring. Safe shelter includes:

- Large/substantial enclosed buildings

- Fully enclosed metal vehicles with windows closed
- Low ground
- Trees of uniform height – i.e. forest

Unsafe locations and situations:

- High, open ground
- Swimming pools (both indoor and outdoor)
- Close vicinity to the tallest structure in the area – Isolated or tall trees, light pole, communication towers
- Near outdoor metal structures – rain shelters, tents, seating/benches, poles, gates and fences
- Objects that increase an individual's height – umbrella

6.7.4 In the event of an approaching storm, count the seconds from when the lightning flash is seen to when the thunder is heard ('flash to bang count'). When the count reaches 30 seconds, activity is to cease immediately. Participants are at risk and are to be advised to seek safe shelter to ensure safety.

6.7.5 Wait 30 minutes after the last thunder is heard or lightning is seen before resuming activities. This will ensure the lightning storm is at least 20km away from the venue.

The 30/30 rule is not an absolute rule. A storm may move very quickly, or not generate any lightning or thunder until it is very close or topographical or wind conditions may prevent sound from travelling to your position. These conditions are especially common in mountain areas. It is important that staff and volunteers observe weather conditions and be alert to the possibility of the above occurring.

6.8 Fire, Smoke and Haze

6.8.1 Prior to the event ensure details about local weather conditions are sourced from BOM. In the event that weather conditions are conducive to the spread of dangerous bushfires BOM will issue Fire Weather Warnings within 24 hours of the potential onset of hazardous conditions. These warnings are also broadcast on radio and television.

6.8.2 If prior warning is received on the potential onset of hazardous conditions, including bushfire, smoke and haze, the event weather panel is to convene and make a decision on whether the event is to be altered, cancelled or postponed to ensure the safety of participants.

6.8.3 If prior warning is not received and hazardous conditions are approaching ensure contact with the Queensland Fire and Rescue Service and follow all instructions given.

6.8.4 If needed, venue evacuation will be handled by the appropriate venue representative. Redlands Netball Association is, upon direction, required to direct evacuees to safe locations.

Related Documents

Adverse Weather Conditions Checklist (see below)

References

Makdissi, M., & Brunkner, P. (2002). Recommendations for Lightning Protection in Sport. *The Medical Journal of Australia*, 35-37.

Sports Medicine Australia. (n.d.). *Hot Weather Guidelines- For Sporting Clubs and Association and the Physically Active*. Retrived January, 10, 2013, from Sports Medicine Australia's Website: <http://sma.org.au/resources/policies/hot-weather/>

REDLANDS NETBALL ASSOCIATION

ADVERSE WEATHER POLICY– CHECK LIST

DATE:.....

EVENT ORGANISER:.....

Action Item	Yes/No
EVENT MANAGEMENT	
Prior to the commencement of the event the weather panel members are appointed and participants are notified of the selection of members	
Obtain details about predicted local weather conditions from the Bureau of Meteorology (BOM) including ambient temperature, WBGT, hazardous conditions – storms, thunder, lightning and fires	
Obtain evacuation procedure of the activity venue	
First aid officials, venue representatives and all other relevant persons are aware of Redlands Netball Association Adverse Weather Policy	
VENUE	
Adequate water available and accessible to all participants	
Ice and ice packs available and accessible to all participants – for purchase and for medical needs	
Portable fans/air conditioners available, where required	
Promotion of fluid intake in hot weather	
Appropriate broom or squeegee available that can be utilised in the event of water pooling on an activity surface	
Adequate safe areas/shelter identified for number of participants in attendance in the event of wet weather	
Ensure all event staff are aware of the evacuation procedure for the venue	
ISSUE IDENTIFIED	
If incident occurs due to adverse weather conditions, ensure adequate medical care is provided and person(s) monitored	
If incident occurs due to adverse weather conditions, ensure an Incident Report Form completed and retained	
Refer to Redlands Netball Association Adverse Weather Policy, and consult with relevant persons to assess the situation	
Have all measures been taken to rectify the issue?	
If no to above, additional measures to alleviate issues in venue are to be actioned immediately	
If conditions do not improve from initial incident/report and all action has been taken to rectify the situation the Weather Panel is convened to determine details for postponement and rescheduling of games	
Advise relevant participants of cancellation/postponement	

NB: This checklist is not exhaustive and can be enhanced to cater for specific events



Redlands Netball Association

Privacy Policy

Policy 2014-MPP-M

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 On 14 September 2006, the Amendments made by the *Privacy Amendment (Private Sector) Act 2000* to the *Privacy Act 1988* became law. The *Privacy Act 1988* ("the Act") now applies to private sector organisations, the definitions of which includes incorporated associations. The Act provides protection for 'personal information', which is understood as information or an opinion which can identify a person. It applies to recorded information, including information recorded electronically. Special rules apply to 'sensitive information' and refer to types of information or opinions about a person considered sensitive, e.g. race, beliefs, memberships, sexual behaviour, and criminal records.

2. Policy Statement

- 2.1. Redlands Netball Association is committed to the protection of personal information. A commitment is based on an adherence to the National Privacy Principles.

3. Applicability

- 3.1 This policy applies to all members, volunteers, staff and visitors of Redlands Netball Association including but not limited to, players, umpires, team officials, volunteers,

spectators and staff. The responsibility of implementing a Privacy Policy rests with the management committee.

4. Legislative Requirements

4.1 The Act requires organisations to comply with the National Privacy Principles or an approved privacy code (an organisation can apply to the Privacy Commissioner for approval of its own code). The National Privacy Principles (NPPs) provide minimum standards for the collection, use, disclosure and storage of personal information, and the rights of individuals to access and correct that information. The NPPs provide guidance in dealing with personal information:

1. Collection
2. Use and disclosure
3. Data quality
4. Data security
5. Openness
6. Access and correction
7. Identifiers
8. Anonymity
9. Transborder data flows
10. Sensitive information

5. Procedure

5.1 Collection

5.1.1 Redlands Netball Association collects a minimum of personal information from a prospective member, such as their name, contact details and date of birth. Redlands Netball Association collects medical information from individuals seeking selection as a representative individual of the association. This information usually concerns emergency contacts and health care details.

5.2 Use and Disclosure of Your Information

5.2.1 The primary purpose for the collection of personal information is to allow Redlands Netball Association to perform its functions and activities. An accurate record of its members is essential for this purpose. Medical information obtained by Redlands Netball Association is maintained solely by the management committee for the purpose of ensuring an individual's safety if injured in competition and/or while representing the association. Individuals' medical information will at all times remain protected and will be released only to designated medical practitioners if the individual requires medical treatment while representing the association. An individual has the right to refuse consent for the use of the collected medical information. An individual also has the right to refuse to supply the information. If an individual refuses to provide the requested medical information or not consent to the use of that information in the case of an injury or other medical emergency,

Redlands Netball Association will not assume any liability for any resulting action or disability that the individual may suffer as a result of his or her refusal.

5.3 Data Security

5.3.1 Redlands Netball Association will endeavour to take all reasonable steps to keep secure any information held about an individual. Redlands Netball Association has security measures in place to protect the loss, misuse and alteration of the information under its control.

5.4 Access to Personal Information

5.4.1 Redlands Netball Association will use its best endeavours to ensure that the information it obtains is accurate, complete and current. An individual may access or change information that the association has collected by placing a request in writing and sending the request to the secretary. Please allow 14 days for your request to be processed.

5.5 Complaint

5.5.1 If an individual considers that his or her privacy has been breached, a complaint may be made to the secretary. If the aggrieved person considers that the issue has not been resolved within an appropriate time frame, recourse may be made to the Federal Privacy Commissioner.

References

National Privacy Principles (Extracted from the *Privacy Amendment (Private Sector) Act 2000*)

www.privacy.gov.au

Netball Queensland Codes of Conduct



Redlands Netball Association

Anti Doping Policy

Policy 2014-MPP-N

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

Purpose and Background

- 1.1 The Redlands Netball Association Anti Doping Policy forms one part of the Member Protection Policy, and as such, should be read in conjunction with the policy.
- 1.2 Redlands Netball Association adopts Netball Queensland's Anti-Doping Policy and follows the same guidelines and procedures, as detailed in that policy.

Policy Statement

Article 1 - What is Netball Australia's Position on Doping?

Netball Australia (NA) condemns the use of prohibited substances and methods in sport. The use of prohibited substances and methods is contrary to the ethics of sport and potentially harmful to the health of athletes.

The only legitimate use of prohibited substances and methods is under the supervision of a physician for a clinically justified purpose in accordance with Article 7.4 of this policy.

Redlands Netball Association aims to stop doping practices in sport by:

- Educating and informing persons about drugs in sport issues
- Supporting the drug testing programs and education initiatives of ASDA and other Anti-Doping organisations
- Imposing effective sanctions on persons who commit Anti-Doping rule violations

Definitions

Adverse Analytical Finding	A report from a laboratory or other approved testing entity that identifies in a specimen the presence of a prohibited substance or its metabolites or markers (including elevated quantities of endogenous substances) or evidence of the use of a prohibited method.
Anti-Doping Control Officer (ADCO)	The Anti-Doping Control Officer appointed by NA to give effect to this policy and, if no person is appointed the Chief Executive or equivalent officer of NA.
Anti-Doping Organisation	Signatory that is responsible for adopting rules for initiating, implementing or enforcing any part of the doping control process. This includes, for example, the International Olympic Committee, the International Paralympic Committee, other major event organisations that conduct testing at their events, WADA, International Federations, and National Anti-Doping Organisations.
Anti-Doping Rule Violation	Is outlined in Article 5
Athlete	<p>(a) For purposes of doping control, any person who participates in sport at the international-level (as defined by each International Federation) or national-level (as defined by each National Anti-Doping Organisation) and any additional person who participates in sport at a lower level is designated by the person's National Anti-Doping Organisation. For purposes of anti-doping information and education, any person who participates in sport under the authority of any signatory, government, or other sports organisation accepting the code; or</p> <p>(b) Any person who:</p> <ul style="list-style-type: none"> • Is registered with NA or one of its members; or • Participates, or has in the previous five years participated, in any sporting activity conducted, authorised, recognised or controlled, either directly or indirectly, by NA or a body affiliated with NA; or • Has otherwise agreed to be bound by this anti-doping policy.
Athlete Support Personnel	Any coach, trainer, manager, agent, team staff, official, parent or guardian of a minor, medical or paramedical personnel working with or treating athletes participating in or preparing for sports competition.
Attempt	Purposely engaging in conduct that constitutes a substantial step in a course of conduct planned to culminate in the commission of an Anti-Doping rule violation. Provided, however, there shall be no Anti-Doping rule violation based solely on an attempt to commit a violation if the person enunciates the attempt prior to it being discovered by a third party not involved in the attempt.
Australian Olympic Committee (AOC)	Australian Olympic Committee Inc.
Australian Paralympic Committee (APC)	Australian Paralympic Committee Inc.

Australian Sports Commission (ASC)	Australian Sports Commission established by the Australian Sports Commission Act 1989.
Australian Sports Drug Agency (ASDA)	Australian Sports Drug Agency established by the Australian Sports Drug Agency Act 1990.
Australian Sports Drug Medical Advisory Committee (ASDMAC)	Australian Sports Drug Medical Advisory Committee established by the Australian Sports Drug Agency Act 1990.
Code	The World Anti-Doping Code.
Competition	A single race, match, game or singular athletic contest. For example, the finals of the Olympic 100-meter dash. For stage races and other athletic contests where prizes are awarded on a daily or other interim basis the distinction between a competition and an event will be as provided in the rules of the applicable International Federation.
Consequences of Anti-Doping Rule Violations	An athlete's or other person's violation of an anti-doping rule may result in one or more of the following: <ul style="list-style-type: none"> • Disqualification means the athlete's results in a particular competition or event are invalidated, with all resulting consequences including forfeiture of any medals, points and prizes; • Ineligibility means the athlete or other person is barred for a specified period of time from participating in any competition or other activity of funding as provided in article 13; and • Provisional suspension means the athlete or other person is barred temporarily from participating in any competition prior to the final decision at a hearing conducted under article 11 (Right to a Fair Hearing).
Court of Arbitration for Sport (CAS)	Court of Arbitration for Sport (Oceania Registry).
Disqualification	See consequences of Anti-Doping rule violations above.
Doping	The occurrence of one or more of the Anti-Doping rule violations set forth in article 5.1 through article 5.8 of this anti-doping policy.
Doping Control	The process including test distribution planning, sample collection and handling, laboratory analysis, results management, hearings and appeals.
Endogenous	Refers to a substance that is capable of being produced by the body naturally.
Event	A series of individual competitions conducted together under one ruling body (eg, the Olympic Games, FINA World Championships, or Pan American Games).
Exogenous	Refers to a substance that is not capable of being produced by the body naturally.
In-Competition	For purposes of differentiating between in-competition and out-of-competition testing, unless provided otherwise in the rules of an International Federation or other relevant Anti-Doping organisation, an in-competition test is a test where an athlete is selected for testing in connection with a specific competition.

Independent Observer Program	A team of observers, under the supervision of WADA, who observe the doping control process at certain events and report on observations. If WADA is testing in competition at an event, the observers shall be supervised by an independent organisation.
Ineligibility	See consequences of Anti-Doping rule violations above.
International Event	An event where the International Olympic Committee, the International Paralympic Committee, an international federation, a major event organisation, or another international sporting organisation is the ruling body for the event or appoints the technical officials for the event.
International Federation (IF)	An International Federation recognised by the IOC or General Assembly of International Sports Federations (GAISF) as the entity responsible for governing that sport internationally.
International-Level Athlete	Athletes designated by one or more international federations as being within the registered testing pool for an international federation.
International Netball Federation (INF)	International Netball Federation.
International Standard	A standard adopted by WADA in support of the code. Compliance with an international standard (as opposed to another alternative standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the international standard were performed properly.
Major Event Organisations	Refers to the continental associations of National Olympic Committees and other international multi-sport organisations that function as the ruling body for any continental, regional or other international event.
Marker	A compound, group of compounds or biological parameters that indicates the use of a prohibited substance or prohibited method.
Member	A person who, or a body which, is a member or NA; a person who, or body which, is affiliated with NA; or a person who is a member of a body which is a member of or affiliated with NA.
Metabolite	Any substance produced by a biotransformation process.
Mimetic	A substance with pharmacological effect similar to that of another substance, regardless of the fact that it has a different chemical structure.
Minor	A natural person who has not reached the age of majority as established by the applicable laws of his or her country of residence.
National Anti-Doping Organisation	The entity/ies designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of samples, the management of test results, and the conduct of hearings, all at the national-level. If this designation has not been made by the competent public authority/ies, the entity shall be the country's National Olympic Committee or its designee. The Australian Government has designated the Australian Sports Commission and the Australian Sports Drug Agency as Australia's NADO's.
National Event	A sport event involving international or national-level athletes that is not an International Event.

National Olympic Committee	The organisation recognised by the International Olympic Committee. The term National Olympic Committee shall also include the National Sport Confederation in those countries where the National Sports Confederation assumes typical National Olympic Committee responsibilities in the anti-doping area.
National Sporting Organisation (NSO)	A national or regional entity which is a member of or is recognised by an International Sporting Federation as the entity governing that International Federation's sport in that nation or region or is recognised by the ASC as a National Sporting Organisation. This includes National Sporting Organisations for athletes with a disability.
Netball Australia (NA)	Netball Australia
No Advance Notice	A doping control which takes place with no advance warning to the athlete and where the athlete is continuously chaperoned from the moment of notification through sample provision.
No Fault or Negligence	The athlete's establishing that he or she did not know or suspect, and could not reasonably have known or suspected even with the exercise of utmost caution, that he or she had used or been administered the prohibited substance or prohibited method.
No Significant Fault or Negligence	The athlete's establishing that his or her fault or negligence, when viewed in the totality of the circumstances and taking into account the criteria for no fault or negligence, was not significant in relationship to the Anti-Doping rule violation.
Out-of-Competition	Any doping control which is not in-competition.
Participant	Any Athlete or Athlete Support Personnel.
Person	A natural person or an organisation or other entity, including an athlete, athlete support personnel and member.
Possession	The actual, physical possession, or the constructive possession (which shall be found only if the person has exclusive control over the prohibited substance / method or the premises in which a prohibited substance method exists); provided, however, that if the person does not have exclusive control over the prohibited substance / method or the premises in which a prohibited substance/method exists, constructive possession shall only be found if the person knew about the presence of the prohibited substance / method and intended to exercise control over it. Provided, however, there shall be no Anti-Doping rule violation based solely on possession if, prior to receiving notification of any kind that the person has committed an Anti-Doping rule violation, the person has taken concrete action demonstrating that the person no longer intends to have possession and has renounced the person's previous possession.
Prohibited List	The list identifying the prohibited substances and prohibited methods which is published and revised by WADA as described in article 4.1 of the code.
Prohibited Method	Any method so described on the prohibited list.
Prohibited Substance	Any substance so described in the prohibited list.

Provisional Hearing	For purposes of article 10.9.5, an expedited abbreviated hearing occurring prior to a hearing under article 11 (right to a fair hearing) that provides the athlete with notice and an opportunity to be heard in either written or oral form.
Provisional Suspension	See consequences of an Anti-Doping rule violation above.
Publicly Disclose or Publicly Report	To disseminate or distribute information to the general public or persons beyond those persons entitled to earlier notification in accordance with article 17.
Recognised Medical Authority	The Australian Sports Drug Medical Advisory Committee (ASDMAC) or an authority recognised by the ASDMAC that may authorise the use of a prohibited substance and/or prohibited method for a therapeutic purpose.
Registered Testing Pool	The pool of top level athletes established separately by each International Federation and National Anti-Doping organisation who are subject to both in-competition and out-of competition testing as part of that International Federation's or Organisation's test distribution plan.
Sample/Specimen	Any biological material collected for the purposes of doping control.
Signatories	Those entities signing the code and agreeing to comply with the code, including the International Olympic Committee, International Federations, International Paralympic Committee, National Olympic Committees, National Paralympic Committees, Major Event Organisations, National Anti-Doping Organisations, and WADA.
Sporting Organisation	Means the Australian Olympic Committee, Australian Commonwealth Games Association, Australian Paralympic Committee and any other organisation recognised, assisted or funded by the ASC and includes their member and affiliated organisations.
Tampering	Altering for an improper purpose or in an improper way; bringing improper influence to bear; interfering improperly to alter results or prevent normal procedures from occurring.
Target Testing	Selection of athletes for testing where specific athletes or groups of athletes are selected on a non-random basis for testing at a specified time.
Team Sport	A sport in which the substitution of players is permitted during a competition.
Therapeutic Use Exemption (TUE)	Means therapeutic use exemption in accordance with the WADA International Standard for therapeutic use exemptions.
Trafficking	To sell, give, administer, transport, send, deliver or distribute a prohibited substance or prohibited method to an athlete either directly or through one or more third parties, but excluding the sale or distribution (by medical personnel or by persons other than an athlete's support personnel) of a prohibited substance for genuine and legal therapeutic purposes.
Use	The application, ingestion, injection or consumption by any means whatsoever of any prohibited substance or prohibited method.
WADA	World Anti-Doping Agency

Legislative Requirements

Article 3 - Obligations

- 3.1 The policies and minimum standards set forth in code 1 and implemented in this anti-doping policy represent the consensus of a broad spectrum of stakeholders with an interest in fair sport. The persons identified in article 2 are bound by this anti-doping policy as a condition of their participation and/ or involvement in the sport.
- 3.2 Roles and responsibilities – Athletes:
 - 3.2.1 Must be knowledgeable of and comply with all anti-doping policies and rules applicable to them
 - 3.2.2 Must read and understand the prohibited list as it relates to them
 - 3.2.3 Must be available for sample collection and provide appropriate whereabouts information for this purpose when included in a registered testing pool
 - 3.2.4 Must take full responsibility, in the context of Anti-Doping, for what they ingest and use
 - 3.2.5 Must inform medical personnel of their obligations not to use prohibited substances and prohibited methods and to take responsibility to make sure that any medical treatment received does not violate anti-doping policies and rules applicable to them

Article 5 – Anti-Doping Rule Violations

The following constitute Anti-Doping rule violations:

- 5.1 The presence of a prohibited substance or its metabolites or markers in an athlete’s bodily specimen.
 - 5.1.1 It is each athlete’s personal duty to ensure that no prohibited substance enters his or her body. Athletes are responsible for any prohibited substance or its metabolites or markers found to be present in their bodily specimens. Accordingly, it is not necessary that intent, fault, negligence or knowing use on the athlete’s part be demonstrated in order to establish an anti-doping violation under article 5.1.
 - 5.1.2 Excepting those substances for which a quantitative reporting threshold is specifically identified in the prohibited list, the detected presence of any quantity of a prohibited substance or its metabolites or Markers in an Athlete’s Sample shall constitute an Anti-Doping rule violation.
 - 5.1.3 As an exception to the general rule of article 5.1, the prohibited list may establish special criteria for the evaluation of prohibited substances that can also be produced endogenously.
- 5.2 Use or attempted use of a prohibited substance or a prohibited method.
 - 5.2.1 The success or failure of the use of a prohibited substance or prohibited method is not material. It is sufficient that the prohibited substance or

prohibited method was used or attempted to be used for an Anti-Doping rule violation to be committed.

Procedure

Article 6 – Proof Of Doping

6.1 Burdens and standards of proof

NA or INF shall have the burden of establishing that an Anti-Doping rule violation has occurred. The standard of proof shall be whether NA or INF has established an Anti-Doping rule violation to the comfortable satisfaction of the hearing body bearing in mind the seriousness of the allegation which is made. This standard of proof in all cases is greater than a mere balance of probability but less than proof beyond a reasonable doubt. Where this Policy places the burden of proof upon the athlete or other person alleged to have committed an Anti-Doping rule violation to rebut a presumption or establish specified facts or circumstances, the standard of proof shall be by a balance of probability.

6.2 Methods of establishing facts and presumptions

Facts related to Anti-Doping rule violations may be established by any reliable means, including admissions. The following rules of proof shall be applicable in doping cases:

6.2.1 WADA-accredited laboratories are presumed to have conducted sample analysis and custodial procedures in accordance with the international standard for laboratory analysis 2. The athlete may rebut this presumption by establishing that a departure from the international standard occurred.

If the athlete rebuts the preceding presumption by showing that a departure from the international standard occurred, then INF or NA shall have the burden to establish that such departure did not cause the adverse analytical finding.

6.2.2 Departures from the international standard for testing 3 which did not cause an adverse analytical finding or other Anti-Doping rule violation shall not invalidate such results. If the athlete establishes that departures from the international standard occurred during testing then INF or NA shall have the burden to establish that such departures did not cause the adverse analytical finding or the factual basis for the Anti-Doping rule violation.

Article 7 – The Prohibited List

7.1 Incorporation of the prohibited list

This anti-doping policy incorporates the prohibited list 4 which is published and revised by WADA as described in article 4.1 of the code and is available on WADA's website at www.wada-ama.org and changes from time to time.

7.2 Prohibited substances and prohibited methods identified on the prohibited list unless provided otherwise in the prohibited list and/ or a revision, the prohibited list and revisions shall go into effect under this anti-doping policy three months after publication of the prohibited list by WADA without requiring any further action by NA. In accordance with article 4.2 of the code the prohibited list is the expanded list adopted by the INF and the monitoring program is the program including additional substances and methods adopted by the INF.

- 7.3 Criteria for including substances and methods on the prohibited list
As provided in article 4.4.3 of the code, WADA's determination of the prohibited substances and prohibited methods that will be included on the prohibited list shall be final and shall not be subject to challenge by an athlete or other person.
- 7.4 Therapeutic Use
Athletes with a documented medical condition requiring the use of a prohibited substance or a prohibited method must first obtain a Therapeutic Use Exemption (TUE) in accordance with the WADA International TUE Standard.⁵
- 7.4.1 Athletes included by INF in its registered testing pool and other athletes prior to their participation in any international event must obtain a TUE from INF (regardless of whether the athlete previously has received a TUE at the national-level). TUE's granted by INF shall be reported to the NA and to WADA. Other athletes subject to testing must obtain a TUE from a recognised medical authority. NA shall promptly report any such TUEs to INF and WADA, and other relevant Anti-Doping organisations including ASDA. TUE's which are consistent with the code and are within that signatories authority, shall be recognised and respected by all other signatories.
- 7.4.2 International-level athletes who are included in the INF's registered testing pool, should apply to INF for the TUE at the same time the athlete first provides whereabouts information to the INF and, except in emergency situations, no later than 21 days before the athlete's participation at an international event.
- 7.4.3 Athletes participating in international events who are not included in the INF registered testing Pool must, except in emergency situations, request a TUE from INF no later than 21 days before the athlete's participation at an international event.
- 7.4.4 WADA, at the request of an athlete or on its own initiation, may review the granting or denial of any TUE to an international-level athlete or a national-level athlete that is included in a registered testing pool. If WADA determines that the granting or denial of a TUE did not comply with the International Standard for Therapeutic Use Exemptions in force at the time then WADA may reverse that decision. Decisions on TUEs are subject to further appeal as provided in article 16.

Article 8 - Testing

- 8.1 Authority to test
All athletes subject to doping control agree to submit to in-competition testing and out-of-competition testing (at any time or place, with or without advance notice) by an Anti-Doping organisation.
- 8.2 Testing standards
All testing shall be conducted in conformity with the WADA international standard for testing in force at the time of testing.
- 8.3 Athlete whereabouts requirements
NA requires all athletes to provide accurate whereabouts information to the relevant authority/ies in accordance with the code, and to keep this information updated at all times. The ultimate responsibility for providing whereabouts information rests with each athlete, however, it shall be the responsibility of NA to use its best efforts to assist the relevant Anti-Doping organisation, including ASDA, in obtaining whereabouts information as requested by an Anti-Doping organisation, including ASDA.

- 8.3.1 International-Level Athletes – INF shall establish a registered testing pool of those athletes who are required to provide up-to-date whereabouts information to INF. INF may revise its registered testing pool from time to time in accordance with its criteria. Each athlete in the INF registered testing pool shall provide whereabouts information in accordance with the applicable requirements as determined by the INF. An athlete who fails to satisfy the INF applicable requirements will have committed an Anti-Doping rule violation pursuant to article 5.4 of this anti-doping policy.
- 8.3.2 National-level Athletes – ASDA shall establish a national-level registered testing pool of those athletes who are required to provide up-to-date whereabouts information to ASDA. The national-level pool shall include international-level athletes from Australia as well as other national-level athletes.
- 8.3.2.1 NA shall assist ASDA to establish the national registered testing pool, as required.
- 8.3.2.2 ASDA shall define and document criteria for athletes to be included in the national-level registered testing pool in accordance with the international testing standard and relevant legislation.
- 8.3.2.3 The criteria shall be reviewed at least annually and updated as required.
- 8.3.2.4 Athletes included in the national-level registered testing pool may be revised from time to time.
- 8.3.2.5 Each athlete in the national-level registered testing pool shall provide whereabouts information in accordance with the applicable requirements as determined by the ASDA.
- 8.3.2.6 An athlete who fails to satisfy the ASDA applicable requirements will have committed an Anti-Doping rule violation pursuant to article 2.4 of the code and article 5.4 of this anti-doping policy.
- 8.3.3 Whereabouts information provided pursuant to articles 8.3.1 and 8.3.2 shall be shared with Anti-Doping organisations having jurisdiction to test an Athlete on the strict condition that it be used only for doping control purposes.

8.4 Retirement and Return to Competition

An athlete who has been identified by the IF for inclusion in INF's registered testing pool shall be subject to INF retirement and return to competition requirements. An athlete who is included in the national-level registered testing pool shall be subject to the following requirements:

- 8.4.1 An athlete who wants to retire from competition must do so by notifying NA in writing.
- 8.4.2 An athlete's retirement date will be the date NA receives the notice.
- 8.4.3 Retirement does not:
- excuse the athlete from giving a Sample requested on or before their retirement date;
 - prevent the analysis of a sample given by the athlete on or before their retirement date;
 - affect the results of testing under (a) or (b) above; or

- exempt the athlete from this policy in relation to an Anti-Doping rule violation committed before their retirement date.
- 8.4.4 A retired athlete may make a written request to NA for reinstatement as a member six months after their retirement date in accordance with article 8.4.2. The request is taken to be made on the date NA receives the request for reinstatement.
- 8.4.5 Reinstatement will be at the discretion of NA.
- 8.4.6 If reinstatement is granted then this policy will apply to the Athlete from the date of their reinstatement request.
- 8.4.7 During the six-month period following the reinstatement request the athlete must be available for unannounced out-of-competition testing in accordance with this Anti-Doping policy.
- 8.4.8 A retired athlete may not compete in competitions and events conducted by or under the auspices of NA or INF until the following periods expire:
 - for international competitions and events
 - six months from the date that NA receives the reinstatement request.
 - for domestic competitions and events
 - six months from the date that NA receives the reinstatement request.
- 8.4.9 An athlete may apply to the INF appeals division to be eligible to compete in international competitions and events before the period set out in clause 8.4.8 expires.
- 8.4.10 An athlete may apply to the Anti-Doping Control Officer (ADCO) to be eligible to compete in domestic competitions and events before the period set out in clause 8.4.8 expires. The ADCO may grant the application if:
 - the athlete has been available for out-of-competition testing
 - the results of the out-of-competition testing have disclosed no violation of this Anti-Doping policy; and
 - there is no other evidence available to the ADCO to suggest that the athlete has breached this anti-doping policy during the period of the athlete's retirement.
- 8.5 Selection of Athletes for Testing
 - 8.5.1 Where required by INF, athletes shall be selected for testing in-competition in accordance with the applicable rules of the INF.

Article 9 - Analysis Of Samples

Doping control samples collected under this Anti-Doping policy shall be analysed in accordance with the following principles:

- 9.1 Use of Approved Laboratories
Doping control samples collected under this anti-doping policy must be analysed by WADA accredited laboratories or as otherwise approved by WADA.
- 9.2 Substances Subject To Detection
Laboratories shall analyse doping control samples and report results in accordance with the relevant WADA international standard/s.

Article 10 - Results Management

- 10.1 NA will recognise the results of laboratory analysis of testing by Anti-Doping organisations including ASDA conducted in accordance with the WADA international standard for testing.
- 10.2 When the ADCO receives information that a person may have committed an Anti-Doping rule violation, the ADCO will investigate the matter. The ADCO may consult affected/ interested parties about their participation in any investigation and/ or hearing.
- 10.3 Results management conducted by NA shall be consistent with the general principles for effective and fair results management. Results of all doping controls shall be reported to INF within 14 days of the conclusion of NA results management process. Any apparent Anti-Doping rule violation by an athlete who is a member of NA or who is otherwise subject to this Anti-Doping policy shall be promptly referred to an appropriate hearing panel established pursuant to article 11 or national law. Apparent Anti-Doping rule violations by athletes who are members of another National Sporting Organisation shall be referred to the athlete's National Sporting Organisation for hearing.
- 10.4 Notification of an alleged Anti-Doping Rule Violation
NA will not disclose or use information about a person who is alleged to have, or has committed an Anti-Doping rule violation except (for a purpose under this policy) to:
- a sporting organisation of which the person is a member
 - the ASC
 - another person until after:
 - the panel has made a determination, or
 - the ADCO has decided not to refer the matter to a hearing
- 10.5 For any apparent Anti-Doping rule violation NA will conduct any necessary follow-up investigation and shall then promptly, within ten days, send the person a letter ('infraction notice') via registered mail with a confirmation receipt which:
- notifies the person of the anti-doping rule/s which appear/s to have been violated and the basis of the violation
 - encloses a copy of this policy
 - states that the ADCO will refer the matter to a hearing within 14 days (unless the person gives a written waiver under clause 10.8)
 - states that if the person does not respond within 14 days a hearing can be held in absentia or NA may apply a sanction in accordance with article 13.
- 10.6 The ADCO will:
- immediately disclose information about a person who is alleged to have or has committed an Anti-Doping rule violation under this policy to the ASC, and INF
 - consult the ASC and INF about their participation in any investigation and hearing
 - assist in any investigation and hearing on behalf of the ASC and INF
 - consult the ASC and INF about a joint referral to a hearing
- 10.7 The ADCO will refer the matter to a hearing in accordance with article 11.
- 10.8 The ADCO may decide not to refer the matter to hearing if the person in writing:
- acknowledges they have admitted the Anti-Doping rule violation
 - waives the right to a hearing in relation to
 - whether the Person committed an Anti-Doping rule violation
 - what sanction will apply
- NA will then apply the sanction as set out in article 13.
- 10.9 Provisional Suspensions

10.9.1 NA may impose a provisional suspension on any person whose Sample is the subject of an adverse analytical finding or who is issued with an infraction notice or who is subject to an investigation.

10.9.2 NA may impose the following provisional suspension:

- suspend financial or other assistance to the person;
- suspend the person from competition in events and competitions conducted by or under the auspices of NA; and
- suspend the person's licence or participation permit (if relevant).

10.9.3 NA may apply the Provisional Suspension:

- from the date of the infraction notice;
- following the 14-day submission period; or
- as deemed appropriate by the NA or INF, until the determination of the hearing.

10.9.4 An athlete must be given an opportunity for a provisional hearing before imposition of the provisional suspension. The hearing can be held in absentia.

10.9.5 If a provisional suspension is imposed, the hearing in accordance with article 11 shall be advanced to a date that avoids substantial prejudice to the athlete.

Article 11 - Right To A Fair Hearing

11.1 Principles of a fair hearing

All hearings conducted pursuant to this article 11 will respect the following principles:

- A timely hearing
- A fair and impartial hearing body
- The right to be represented by counsel at the person's own expense
- The right to be fairly and timely informed of the asserted Anti-Doping rule violation
- The right to respond to the asserted Anti-Doping rule violation and resulting consequences
- The right of each party to present evidence, including the right to call and question witnesses (subject to the hearing body's discretion to accept testimony by telephone or written submission)
- The person's right to an interpreter at the hearing, with the doping panel to determine the identity of, and bear responsibility for the cost of the interpreter; and
- A timely, written, reasoned decision. Subject to these principles, the hearing will be conducted in the manner that the hearing body determines is appropriate, with as little formality and technicality, and as quickly, as proper consideration of the issue permits.

11.2 The ADCO will wait 14 days (or a shorter period agreed between the ADCO and the person) after sending a letter under article 10.5 and then will appoint NA's judicial or disciplinary panel to conduct the hearing. The chair of the hearing committee/ panel must hold current legal qualifications.

11.3 The NA or INF panel will determine:

- if the person has committed a violation of this Anti-Doping policy
- if so, what sanction will apply
- how long the sanction will apply

11.4 The panel will give the ADCO a written statement of:

- the findings of the hearing

- what sanction (if any) will apply
- for how long the sanction (if any) will apply

Sanctions will be in accordance with article 13.

- 11.5 Results of all Anti-Doping rule violations shall be reported to the ASC, ASDA, INF and other relevant organisations within 14 days of the conclusion of the results management process.
- 11.6 Hearings pursuant to this article shall be completed expeditiously and in all cases, unless there are exceptional circumstances, within three months of the date of the infraction notice described in article 10.5. Hearings held in connection with events may be conducted by an expedited process.
- 11.7 The ASC, ASDA, INF and WADA shall have the right to attend hearings as an observer or interested party.
- 11.8 Decisions by NA, whether as the result of a hearing or the athlete or other person's acceptance of consequences, may be appealed as provided in article 16.
- 11.9 Hearing decisions by NA shall not be subject to further administrative review at the national-level except as provided in article 16 or required by applicable national law.

Article 12 – Automatic Disqualification of Individual Results

A violation of this anti-doping policy in connection with an in-competition test automatically leads to disqualification of the individual result obtained in that competition with all resulting consequences, including forfeiture of any medals, points and/or prizes.

Article 13 – Sanctions On Individuals

- 13.1 Disqualification of results in event during which an Anti-Doping rule violation occurs. An Anti-Doping rule violation occurring during or in connection with an event may lead to disqualification of all of the athlete's individual results obtained in that event with all consequences, including forfeiture of all medals, points and prizes, except as provided in article 13.1.1.
- 13.1.1 If the athlete establishes that he or she bears no fault or negligence for the violation, the athlete's individual results in the other competition shall not be disqualified unless the athlete's results in competition other than the competition in which the Anti-Doping rule violation occurred were likely to have been affected by the athlete's Anti-Doping rule violation.
- 13.2 Imposition of Ineligibility for Prohibited Substances and Prohibited Methods
 Except for the specified substances identified in article 13.3, the period of Ineligibility imposed for a violation of article 5.1 (presence of prohibited substance or its metabolites or markers), article 5.2 (use or attempted use of prohibited substance or prohibited method) and article 5.6 (possession of prohibited substance and methods) shall be:
- First violation - two years ineligibility
- Second violation - lifetime ineligibility
- However, the athlete or other person shall have the opportunity in each case, before a period of ineligibility is imposed, to establish the basis for eliminating or reducing this sanction as provided in article 13.6.
- 13.3 Specified substances

The prohibited List may identify specified substances which are particularly susceptible to unintentional Anti-Doping rule violations because of their general availability in medicinal products or which are less likely to be successfully abused as doping agents. Where an athlete can establish that the Use of such a specified substance was not intended to enhance sport performance, the period of ineligibility found in article 13.2 shall be replaced with the following:

First violation - At a minimum, a warning and reprimand and no period of ineligibility from future events, and at a maximum, one year's ineligibility

Second violation - two years ineligibility

Third violation - lifetime ineligibility

However, the athlete or other person shall have the opportunity in each case, before a period of ineligibility is imposed, to establish the basis for eliminating or reducing (in the case of a second or third violation) this sanction as provided in article 13.6.

13.4 Additional Sanction

13.4.1 NA and/or the ASC may require the athlete or other person to repay all funding and grants received from NA and/or ASC subsequent to the occurrence of the Anti-Doping rule violation.

13.4.2 A committee or the CAS may determine, in addition to applying the sanction outlined in article 13.1 – 13.3 that a person who has committed an Anti-Doping rule violation, is required to go to counselling for a specified period.

13.4.3 Where the hearings or appeals body determines that an employee or contractor of NA has committed an Anti-Doping rule violation, NA will take disciplinary action against the employee or contractor.

13.5 Ineligibility for other Anti-Doping Rule Violations

The period of ineligibility for other violations of this anti-doping policy shall be:

13.5.1 For violations of article 5.3 (refusing or failing to submit to sample collection) or article 5.5 (tampering with doping control), the ineligibility periods set forth in article 13.2 shall apply.

13.5.2 For violations of article 5.7 (trafficking) or article 5.8 (administration of prohibited substance or prohibited method), the period of ineligibility imposed shall be a minimum of four years up to lifetime ineligibility. An Anti-Doping rule violation involving a minor shall be considered a particularly serious violation, and, if committed by athlete support personnel for violations other than specified substances referenced in article 13.3, shall result in lifetime ineligibility for such athlete support personnel. In addition, violations of such articles that also violate non-sporting laws and regulations may be reported to the competent administrative, professional or judicial authorities.

13.5.3 For violations of article 5.4 (whereabouts violations or missed tests), the period of ineligibility shall be:

First violation - three months to one year ineligibility

Second and subsequent violations - two years ineligibility

13.6 Elimination or Reduction of Period of Ineligibility Based on Exceptional Circumstances

13.6.1 If the athlete establishes in an individual case involving an Anti-Doping rule violation under article 5.1 (presence of prohibited substance or its metabolites or markers) or use of a prohibited substance or prohibited method under article 5.2 that he or she bears no fault or negligence for the violation, the otherwise applicable period of

ineligibility shall be eliminated. When a prohibited substance or its markers or metabolites is detected in an athlete's specimen in violation of article 5.1 (presence of prohibited substance), the athlete must also establish how the prohibited substance entered his or her system in order to have the period of ineligibility eliminated. In the event this article is applied and the period of ineligibility otherwise applicable is eliminated, the Anti-Doping rule violation shall not be considered a violation for the limited purpose of determining the period of ineligibility for subsequent violations under article 13.2, 13.3 and 13.5 and multiple violations under article 13.7.

13.6.2 This article 13.6.2 applies only to Anti-Doping rule violations involving article 5.1 (presence of prohibited substance or its metabolites or markers), use of a prohibited substance or prohibited method under article 5.2, failing to submit to sample collection under article 5.3, or administration of a prohibited substance or prohibited method under article 5.8. If an athlete establishes in an individual case involving such violations that he or she bears no significant fault or negligence, then the period of ineligibility may be reduced, but the reduced period of ineligibility may not be less than one-half of the minimum period of ineligibility otherwise applicable. If the otherwise applicable period of ineligibility is a lifetime, the reduced period under this section may be no less than eight years. When a prohibited substance or its markers or metabolites is detected in an athlete's specimen in violation of article 5.1 (presence of prohibited substance), the athlete must also establish how the prohibited substance entered his or her system in order to have the period of ineligibility reduced.

13.6.3 The INF Doping Hearing Panel may also reduce the period of ineligibility in an individual case where the athlete has provided substantial assistance to INF which results in INF discovering or establishing an Anti-Doping rule violation by another person involving possession under article 5.6.2 (possession by athlete support personnel), article 5.7 (trafficking), or article 5.8 (administration to an athlete). The reduced period of ineligibility may not, however, be less than one-half of the minimum periods of ineligibility otherwise applicable. If the otherwise applicable period of ineligibility is a lifetime, the reduced period under this article may be no less than eight years.

13.7 Rules for Certain Potential Multiple Violations

13.7.1 For purposes of imposing sanctions under article 13.2, 13.3, 13.4 and 13.5, a second Anti-Doping rule violation may be considered for purposes of imposing sanctions only if INF or NA can establish that the athlete or other person committed the second Anti-Doping rule violation after the athlete or other person received notice, or after INF or NA made a reasonable attempt to give notice, of the first Anti-Doping rule violation; if INF or NA cannot establish this, the violations shall be considered as one single first violation, and the sanction imposed shall be based on the violation that carries the more severe sanction.

13.7.2 Where an athlete, based on the same doping control, is found to have committed an Anti-Doping rule violation involving both a specified substance under article 13.3 and another prohibited substance or prohibited method, the athlete shall be considered to have committed a single Anti-Doping rule violation, but the sanction imposed shall be based on the prohibited substance or prohibited method that carries the most severe sanction.

13.7.3 Where an athlete is found to have committed two separate Anti-Doping rule violations. One involving a specified substance governed by the sanctions set forth in

article 13.3 (specified substances) and the other involving a prohibited substance or prohibited method governed by the sanctions set forth in article 13.2 or a violation governed by the sanctions in article 13.5.1, the period of ineligibility imposed for the second offence shall be at a minimum two years ineligibility and at a maximum three years ineligibility. Any athlete found to have committed a third Anti-Doping rule violation involving any combination of specified substances under article 13.3 and any other Anti-Doping rule violation under article 13.2 or 13.5.1 shall receive a sanction of lifetime ineligibility.

13.8 Disqualification of results in competitions subsequent to sample collection in addition to the automatic disqualification of the results in the competition which produced the positive sample under article 12 (automatic disqualification of individual results), all other competitive results obtained from the date a positive sample was collected (whether In-competition or out-of-competition), or other doping violation occurred, through the commencement of any provisional suspension or ineligibility period, shall, unless fairness requires otherwise, be disqualified with all of the resulting consequences including forfeiture of any medals, points and prizes.

13.9 Commencement of Ineligibility Period

The period of ineligibility shall start on the date of the hearing decision providing for ineligibility or, if the hearing is waived, on the date ineligibility is accepted or otherwise imposed. Any period of provisional suspension (whether imposed or voluntarily accepted) shall be credited against the total period of ineligibility to be served. Where required by fairness, such as delays in the hearing process or other aspects of doping control not attributable to the athlete, the NSO imposing the sanction may start the period of ineligibility at an earlier date commencing as early as the date of sample collection.

13.10 Status during Ineligibility

No person who has been declared ineligible may, during the period of ineligibility, participate in any capacity in an event or activity (other than authorised anti-doping education or rehabilitation programs) authorised or organised by INF or NA or its members.

This would preclude, but not be limited to:

- practising/training with a national team
- acting as a coach or sport official
- selection in any representative team
- competing in any competition/events
- receiving, directly or indirectly, funding or assistance from NA
- use of official NA or member facilities
- holding any position with NA

In addition, for any Anti-Doping rule violation not involving specified substances described in article 13.3, some or all sport-related financial support or other sport-related benefits received by such person will be withheld by INF or NA. A person subject to a period of ineligibility longer than four years may, after completing four years of the period of ineligibility, participate in local sport events in a sport other than sports subject to the jurisdictions of INF or NA, but only so long as the local sport event is not at a level that could otherwise qualify such person directly or indirectly to compete in (or accumulate points toward) a national championship or International event.

This article would not prohibit the person from participating in sport on a purely recreational level.

13.11 Reinstatement Testing

As a condition to regaining eligibility at the end of a specified period of ineligibility, an athlete must, during any period of provisional suspension or ineligibility, make him or herself available for out of competition testing by INF or NA, and any other Anti-Doping organisation

having testing jurisdiction, and must provide current and accurate whereabouts information as provided in article 8.3. If an athlete subject to a period of ineligibility retires from sport and is removed from registered testing pools and later seeks reinstatement, the athlete shall not be eligible for reinstatement until the athlete has notified INF or NA and has been subject to out-of-competition testing for a period of time equal to the longer of the period set forth in article 8.4 or the period of ineligibility remaining as of the date the athlete had retired.

Article 14 – Consequences To Teams

14.1 Where more than one team member in a team sport has been notified of a possible Anti-Doping rule violation under article 10 in connection with an event, the team shall be subject to target testing for the event. If more than one team member in a team sport is found to have committed an Anti-Doping rule violation during the event, the team may be subject to disqualification or other disciplinary action.

Article 15 - Review Of A Finding Of An Anti-Doping Rule Violation Or A Sanction

15.1 A Person may make an application to the ADCO for review of a finding of an Anti-Doping rule violation or a sanction where new and relevant information becomes available which was:

- not considered by the committee/panel or the CAS at the hearing
- not available to the person at the time of the hearing

15.2 The application must:

- be in writing
- set out the new and relevant information

15.3 The ADCO will consider the application and if they consider it more probable than not that the new information would have altered either the finding of an Anti-Doping rule violation or the sanction, then they will refer the application to the committee/panel or CAS to:

- review the finding that the person committed the doping offence
- decide whether to reduce or withdraw the sanction

15.4 Any review conducted pursuant to article 15.3 will apply articles 4, 5, 6, 7, 12 and 13 of these anti-doping rules.

15.5 A sanction will remain in force during the review unless the committee or CAS decides otherwise.

15.6 The ADCO must inform:

- the person
- any relevant sporting organisations
- the ASC
- ASDA
- any person or organisation informed of the original determination under clause 11.6, of any change to the original determination as a result of the review. The ADCO may then inform other persons or organisations as the ADCO thinks appropriate.

Article 16 – Appeals

16.1 Decisions Subject to Appeal

Decisions made under this anti-doping policy may be appealed as set forth below in article 16.2 through 16.4. Such decisions shall remain in effect while under appeal unless the appellate body orders otherwise. Before an appeal is commenced, any post-decision review authorised in article 11.9 must be exhausted.

16.2 Appeals from decisions regarding Anti-Doping rule violations, consequences, and provisional suspensions.

A decision that an Anti-Doping rule violation was committed, a decision imposing consequences for an Anti-Doping rule violation, a decision that no Anti-Doping rule violation was committed, a decision that INF or NA lacks jurisdiction to rule on an alleged Anti-Doping rule violation or its consequences, and a decision to impose a provisional suspension as a result of a provisional hearing or otherwise in violation of article 10.9, may be appealed exclusively as provided in this article 16.2. Notwithstanding any other provision herein, the only person that may appeal from a provisional suspension is the athlete or other person upon whom the provisional suspension is imposed.

16.2.1 In cases arising from competition in an international event or in cases involving international-level athletes, the decision may be appealed exclusively to CAS in accordance with the provisions applicable before such court. Any such appeal will apply articles 4, 5, 6, 7, 12 and 13 of these anti-doping rules.

16.2.2.1 In cases involving athletes that do not have a right to appeal under article 16.2.1, the appeal shall be to NA's appeals tribunal and shall respect the following principles of natural justice:

- a timely hearing
- a fair and impartial hearing body
- the right to be represented by a counsel at the person's expense
- a timely, written, reasoned decision.

Any such appeal will apply articles 4, 5, 6, 7, 12 and 13 of these anti-doping rules.

16.2.2.2 Any appeal from a determination of NA's appeals tribunal must be solely and exclusively resolved by the NA appeals tribunal. The determination of NA's appeals tribunal will be final and binding on the parties to the appeal and no Person may institute or maintain proceedings in any court or tribunal other than NA's appeals tribunal. In particular, and without restricting the generality of the foregoing and for further and better assurance, notwithstanding that such provisions have no applicability, neither party will have the right of appeal under Section 3 of the Commercial Arbitration Act of any of the Australian States or to apply for the determination of a question of law under Section 39(1)(a) of such Act.

16.2.2.3 The ADCO must inform any person or organisation informed of the original determination of any change to the original determination as a result of the appeal.

16.2.2.4 The outcome of all appeals must be reported to the ASC and ASDA within 14 days of the conclusion of the appeal.

16.2.2.5 The ADCO may then inform other persons or organisations as the ADCO thinks appropriate, including those with rights of appeal with respect to these cases as set forth in article 16.2.3.

16.2.2 In cases under article 16.2.1, the following parties shall have the right to appeal to CAS:

- the athlete or other person who is the subject of the decision being appealed
- the other party to the case in which the decision was rendered
- IF and any other Anti-Doping organisation under whose rules a sanction could have been imposed
- the International Olympic Committee or International Paralympic Committee, as applicable, where the decision may have an effect in relation to the Olympic
- Games or Paralympic Games, including decisions affecting eligibility for the
- Olympic Games or Paralympic Games
- WADA

In cases under article 16.2.2, the following parties shall have the right to appeal to the national-level reviewing body, at a minimum, shall include:

- the athlete or other person who is the subject of the decision being appealed
- the other party to the case in which the decision was rendered
- INF
- WADA

An appeal will be a re-hearing of the matters appealed against and the provisions of clause 11 will apply, mutatis mutandis to any appeal. For cases under article 16.2.2, the ASC, WADA and INF shall also have the right to appeal to CAS with respect to the decision of the national-level reviewing body.

16.3 Appeals from decisions granting or denying a Therapeutic Use Exemption decisions by WADA reversing the grant or denial of a TUE may be appealed exclusively to CAS by the athletes, INF or NA or other body designated by NA that granted or denied the exemption. decisions to deny TUE's, and which are not reversed by WADA, may be appealed by international-level athletes to CAS and by other Athletes to the national-level reviewing body described in article 16.2.2. If the national-level reviewing body reverses the decision to deny a TUE, that decision may be appealed to CAS by WADA.

16.4 Time for Filing Appeals

The time to file an appeal to NA's appeals tribunal shall be within twenty days of the hearing

Article 17 - Confidentiality and Reporting

17.1 Incorporation of Relevant Anti-Doping Rules

NA shall comply with the INF anti-doping rules so far as these are not inconsistent with this Anti-Doping policy. All member organisations shall comply with NA's anti-doping rules. Any procedural rules necessary to effectively implement this anti-doping policy shall be deemed to be included in them. The rules of each member organisation shall specifically provide that all athletes, athlete support personnel and other persons under the jurisdiction of the member organisation shall be bound by this anti-doping policy.

17.2 Public Disclosure

17.2.1 NA must not publicly disclose the identity of a person who is suspected of an Anti-Doping rule violation until it has been determined in a hearing in accordance with Article 11 that an Anti-Doping rule violation has occurred, or such hearing has been waived, or the assertion of an Anti-Doping rule violation has not been timely challenged, and no appeal has been lodged against any determination made.

17.2.2 No later than twenty days after an anti-doping matter has been finally determined, NA must publicly report its result including any sanction imposed.

17.3 Recognition of decisions by IF and other National Sporting Organisations
Any decision of an Anti-Doping organisation regarding a violation of these anti-doping rules shall be recognised by all National Sporting Organisations, which shall take all necessary action to render such results effective.

Article 18 - Recognition Of Decisions By Other Organisations

NA will recognise and enforce a testing, TUEs and hearing results or other final adjudications properly imposed on a Person who has committed an Anti-Doping rule violation under the Anti-Doping policy of:

- the INF
- another organisation recognised by the ASC, where the violation would be an Anti-Doping rule violation under this anti-doping policy

Article 19 – Statute of Limitations

No action may be commenced under this Anti-Doping policy against an athlete or other person for a violation of an Anti-Doping rule contained in this Anti-Doping policy unless such action is commenced within eight years from the date the violation occurred.

Article 20 - Doping Control for Animals Competing in Sport

Article 20 intentionally left blank

Article 21 - Amendment And Interpretation Of Anti-Doping Rules

- 21.1 This Anti-Doping policy may be amended from time to time by NA subject to ASC approval.
- 21.2 Except as provided in article 21.5, these Anti-Doping rules shall be interpreted as an independent and autonomous text and not by reference to existing law or statutes.
- 21.3 The headings used for the various parts and articles of this Anti-Doping policy are for convenience only and shall not be deemed part of the substance of this Anti-Doping policy or to affect in any way the language of the provisions to which they refer.
- 21.4 The Introduction and the Appendix I definitions shall be considered integral parts of this Anti-Doping policy.
- 21.5 This Anti-Doping policy has been adopted pursuant to the applicable provisions of the code and shall be interpreted in a manner that is consistent with applicable provisions of the code. The comments annotating various provisions of the code may, where applicable, assist in the understanding and interpretation of this Anti-Doping policy.
- 21.6 This Anti-Doping policy shall not apply retrospectively to matters pending before the date this Anti-Doping policy came into effect.
- 21.7 Words in the singular include the plural and vice versa.
- 21.8 A person includes a body corporate.

- 21.9 Words not defined in this Policy have the meaning ascribed to them in the code unless a contrary meaning appears from the context.
- 21.10 Reference to “including” and similar words are not words of limitation.

6. Related Documents

Member Protection Policy



Redlands Netball Association

Volunteer Management Policy

Policy 2014-MPP-O

Document Control

Date	Version	Details	Author
19 December 2014	1	Policy completed ready for adoption	

Approval

Delegation required for approval: President

Approving officer:

Name: _____ Position: _____

Signature: _____ Date: _____

1. Purpose and Background

- 1.1 Redlands Netball Association aims to clarify a range of issues surrounding volunteers and their roles within Redlands Netball Association
- 1.2 Good practice surrounding volunteers is an integral part of our sport, and it is important that they are managed in ways which make them feel part of the association and valued. Redlands Netball Association will initiate a relevant document that is designed to assist the netball community in developing a positive and supportive volunteer centre.

2. Policy Statement

- 2.1 Redlands Netball Association recognises the critical role volunteers play as a significant and valuable resource within the netball community.
- 2.2 Attraction and retention of volunteers are vital to the continued success of our association and its many programs and services. Volunteers are our lifeblood and we are committed to providing them with a rewarding and safe experience in every instance.

3. Applicability

- 3.1 The president and management committee are immediately responsible for implementation of this policy.
- 3.2 This policy applies to all Redlands Netball Association employees and relates to Redlands Netball Association volunteers.
- 3.3 Volunteers can expect:
- An adequate induction to the organisation
 - To be assigned volunteering that suits their skills, experience and qualifications
 - A suitable place to carry out volunteering tasks
 - To know their supervisor or co-ordinator and how to contact them
 - To be provided with adequate guidance
 - Protection, safety and insurance when carrying out their assigned tasks
 - To have their personal information held confidentially
 - To have reasonable out of pocket expenses reimbursed wherever possible
 - To be involved in decisions that affect their areas of responsibility
 - To have their complaints and concerns heard
 - To be respected by co-volunteers, members and Redlands Netball Association employees
 - To be given feedback
 - To be recognised for contributing their time, experience, ideas, and skills
 - Not to be coerced into doing tasks against their wishes or that they don't feel qualified to do
- 3.4 Volunteers have a responsibility to:
- Ensure they have the time and inclination necessary to take on a volunteer position
 - Work within the rules and policies and procedures of the organisation
 - Respect the privacy of Redlands Netball Association employees, customers, members and other volunteers
 - Be reliable and dependable
 - Complete agreed hours and tasks
 - Inform the organisation when they will not be available to volunteer
 - Be loyal to the organisation
 - Speak up about important issues and concerns
 - Attend orientation and training sessions where required
 - Follow directions given by supervisors or the Volunteer Coordinator
 - Be a team player and support Redlands Netball Association employees and other volunteers
 - Be considerate of and about the views of Redlands Netball Association employees , customers, members, and other volunteers
 - Identify their limitations and expectations
 - Be accountable and accept constructive criticism
- 3.5 Redlands Netball Association expects volunteers to show:
- Conscientious effort and service

- Commitment and loyalty when volunteering to the development of netball in Queensland
- Enthusiasm for their volunteer work
- Clear and open communication with Redlands Netball Association

3.6 Redlands Netball Association has a responsibility to:

- Create environments in which volunteers have meaningful tasks within the scope of their skills
- Define the criteria for volunteer participation
- Provide appropriate protection against risks (e.g. insurance cover)
- Ensure volunteers are given necessary support to perform tasks
- Keep volunteers informed about issues of concern
- Ensure access for all by removing physical, economic, social, and cultural barriers to volunteer participation

3.7 Redlands Netball Association can expect:

- Each volunteer to be punctual, reliable and perform given tasks to the best of their ability
- To be required to critique the performance of volunteers in order to increase their skills
- Volunteers to participate in any training and development offered that would enhance their performance in a voluntary role
- Clear and open communication between volunteers and employees

3.8 Redlands Netball Association has the responsibility to:

- Define volunteers' roles and provide clear guidelines for volunteers
- Provide an appropriate structure for the management of volunteers
- Oversee the supervision and support of volunteers
- Provide volunteers with appropriate training, regular evaluation and recognition
- Reimburse volunteers for approved reasonable out of pocket expenses
- Ensure volunteers are given necessary support to perform tasks
- Keep volunteers informed about issues of concern
- Recognise volunteers as valuable team members and advise them of opportunities to participate in program decisions
- Ensure that Redlands Netball Association policies including codes of conduct are adhered to
- Establish meaningful recognition of Redlands netball Association volunteers
- Maintain a comprehensive database of all volunteer details
- Ensure the rights of the volunteers are upheld

3.9 Matters relating to the recruitment, training and retention of volunteers for a particular program will be coordinated by the relevant Redlands Netball Association member

4. Definitions

<i>Volunteering</i>	Formal volunteering is an activity which takes place in not for profit organisations or projects and is undertaken to: <ul style="list-style-type: none">○ Be of benefit to the community○ Of the volunteers own free will, without coercion○ For no financial payment○ In designated volunteer positions only
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5. Legislative Requirements

Federal Privacy Act 1988

Work Health and Safety Regulations 2009

Work Health and Safety Act 2011

6. Procedure

- 6.1 Redlands Netball Association will follow the procedures that are outlined within its policies and procedures to ensure all volunteers participate appropriately in a safe, positive and equitable environment.
- 6.2 Recruitment
- 6.2.1 Redlands Netball Association will recruit volunteers using appropriate strategies and will include criminal history checks (or similar) as required in accordance with the association's policies.
- 6.2.2 The recruitment process will be conducted in accordance with anti-discrimination Act and criminal history check requirements
- 6.2.3 Each volunteer appointment must meet all eligibility criteria before commencement
- 6.3 Induction/Orientation
- 6.3.1 Induction is part of the recruitment process. Induction welcomes new volunteers to Redlands Netball Association and provides them with information about duties they are required to fulfil and the manner in which they are to fulfil them.
- 6.3.2 This process introduces the volunteer to the people with whom they will be working and provides them with the opportunity to ask questions about netball and Redlands Netball Association generally.
- 6.3.3 To this end, the induction program must meet the following key objectives – the volunteer must gain a clear understanding of:
- The role and history of Redlands Netball Association
 - The program for which they are volunteering
 - Their rights and responsibilities
 - Their duties, including health and safety and any training requirements
 - To whom they are responsible
 - Relevant Redlands Netball Association policies, including code of conduct and risk management
- 6.3.4 Meeting these objectives can be achieved during a formal induction program conducted by Redlands Netball Association.

6.4 Volunteer Recognition

6.4.1 Redlands Netball Association will value the support and efforts of all volunteers associated with the delivery of our services and programs. As an association we will recognise that volunteer input and ideas will be valued and incorporated when deemed to have merit.

6.5 Retention - Replacement

6.5.1 It is important to recognise how an individual may prefer to volunteer. There is an increasing preference among volunteers for long and short term, project-based activities. Removing or limiting the barriers that may discourage volunteers should lead to a greater number of volunteers becoming involved.

6.5.2 Redlands Netball Association will review its volunteer requirements annually. Like any organisation, structures evolve and this is true of volunteer support requirements and the tasks that volunteers are required to do.

6.5.3 An exit interview will be conducted wherever possible to allow volunteers to give valuable feedback to the association and assist in determining if:

- The volunteer can consider whether their needs are being satisfied through their current tasks
- The volunteer can resolve any problems and may reassess their future commitment to Redlands Netball Association
- Redlands Netball Association can gather feedback to help with the development of induction and training programs
- Volunteer records can be updated and the information used to recognise and reward volunteers
- Redlands Netball Association is made aware of how it might better support its volunteers

6.5.4 Redlands Netball Association will develop a Volunteer feedback pro forma, which a volunteer may complete at any time during their time with the association.

7. Related Documents

Member Protection Policy

Codes of Behaviour

Child Protection Policy & Working with Children Requirements