



**Water Polo NSW**

**MEMBER PROTECTION POLICY  
20 JUNE 2016**

**Adapted from Water Polo Australia Limited's National Member  
Protection Policy dated 5 April 2016**

## **PART A – WATER POLO NSW INCORPORATED MEMBER PROTECTION POLICY**

1. Introduction
2. Purpose of this policy
3. Who is bound by this policy?
4. Organisational responsibilities
5. Individual responsibilities
6. Position statements:
  - 6.1 Child protection
  - 6.2 Taking images of children
  - 6.3 Anti-discrimination and harassment
  - 6.4 Sexual relationships
  - 6.5 Pregnancy
  - 6.6 Gender identity
  - 6.7 Responsible service and consumption of alcohol
  - 6.8 Smoke-free environment
  - 6.9 Cyber bullying
  - 6.10 Social networking sites
7. Complaints procedures:
  - 7.1 Handling complaints
  - 7.2 Improper complaints and victimisation
  - 7.3 Mediation
  - 7.4 Tribunals
8. What is a breach of this policy?
9. Disciplinary measures
  - 9.1 Individuals
  - 9.2 Organisations
  - 9.3 Factors to consider
10. Dictionary of terms

## **PART B – ATTACHMENTS: CODES OF BEHAVIOUR**

- |                |                           |                   |
|----------------|---------------------------|-------------------|
| Attachment B1: | Coach Code of Conduct     | Officials Code of |
| Attachment B2: | Conduct Player/Athlete    | Code of Conduct   |
| Attachment B3: | Administrator (volunteer) | Code of           |
| Attachment B4: | Conduct Parent/Guardian   | Code of           |
| Attachment B5: | Conduct Spectator         | Code of Conduct   |
| Attachment B6: |                           |                   |

## **PART C – ATTACHMENTS: EMPLOYMENT SCREENING/WORKING WITH CHILDREN CHECK REQUIREMENTS**

- C2. Member Protection Declaration
- C3. Working with Children Check requirements

## **PART D – ATTACHMENTS: COMPLAINT HANDLING PROCEDURES**

- D1. Complaints procedure
- D2. Mediation
- D3. Investigation procedure
- D4. Tribunal procedures

## **PART E – ATTACHMENTS: REPORTING REQUIREMENTS AND DOCUMENTS**

- E1. Confidential record of informal complaint
- E2. Confidential record of formal complaint
- E3. Procedure for handling allegations of child abuse
- E4. Confidential record of child abuse allegation

## **Preface**

Water Polo New South Wales Incorporated (“**Water Polo NSW**” or “**us**”) is committed to the health, safety and general well-being of all of its members, affiliated clubs and other participants in the sport. Water Polo NSW is dedicated to providing a safe environment for our members, participants and service providers participating in our activities and ensuring that our core values, good reputation and positive behaviours and attitudes are maintained.

Sport in Australia is held as a positive influence that enriches the lives of all who are involved. As Australians, we greatly value this essence of sport in our culture and our community and we all have the right to enjoy our sport, at whichever level we participate. This Member Protection Policy is an integral part of Water Polo NSW’s proactive and preventative approach to providing a safe and comfortable environment whereby everyone is treated with respect and dignity so that all members, competitors, coaches, officials, administrators, volunteers and supporters can enjoy the great sport of water polo.

The Policy also provides the procedures that support Water Polo NSW’s commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from water polo and to ensure that everyone involved in water polo is aware of their legal and ethical rights and responsibilities.

It is our commitment to ensure that everyone associated with Water Polo NSW complies with this Policy.

On behalf of Water Polo NSW, I commend this initiative and wish you all the best for the future.

**Nick Hodgers**  
**President**  
**Water Polo NSW Incorporated**

## Review History

Date	Responsible Party	Content Reviewed/Purpose
20 June 2016	WPNSW Management	Review WPA's new policy and make necessary changes for implementation at state level.

# **PART A: MEMBER PROTECTION POLICY**

## **1. Introduction**

This Part sets out the purpose of this Member Protection Policy, who it applies to, when it commences, what words mean and who has responsibilities under this policy.

## **2. Purpose of this policy**

This Member Protection Policy (the “**policy**”) aims to assist Water Polo NSW Incorporated (“Water Polo NSW”) to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by this policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.

The attachments to this policy describe the practical steps we will take to eliminate discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, this policy allows Water Polo NSW to take disciplinary action against any person or organisation bound by this policy if they breach the policy.

This policy commences in force from 20 June 2016 and will remain in force until replaced.

The policy and its attachments can be obtained from our website at: [www.waterpolonsw.org.au](http://www.waterpolonsw.org.au)

WPNSW acknowledges that the code of conduct set out by WPNSW and Water Polo Australia Limited (WPA) shall be binding on all members of WPNSW. In the instance that there is a discrepancy between the codes of conducts or broader policies of WPNSW and WPA and the matter is applicable at a state level, the policies of WPNSW should take precedence.

For information on the rights, responsibilities and requirements for people involved in our sport at the club level please refer to the member protection policies of the relevant club.

## **3 Who is bound by this policy?**

This policy should apply to as many persons as possible who are involved with the activities of Water Polo NSW, whether they are in a paid or unpaid/voluntary capacity, including:

- 3.1 persons appointed or elected to Water Polo NSW’s board, committees, sub-committees and commissions
- 3.2 employees of Water Polo NSW
- 3.3 members of the Water Polo NSW executive
- 3.4 support personnel, including managers, physiotherapists, psychologists, masseurs, sport trainers and others
- 3.5 coaches and assistant coaches
- 3.6 athletes
- 3.7 referees, umpires and other officials
- 3.8 members, including clubs and members in all other classes, including life members of Water Polo NSW
- 3.9 athletes, coaches, officials and other personnel participating in events and activities, including camps and training sessions, held or sanctioned by Water Polo NSW

- 3.10 Any other person including spectators, parents/guardians and sponsors, who or which agree in writing (whether on a ticket, entry form or otherwise) to be bound by this policy.

This policy will continue to apply to a person even after he or she has stopped their association or employment with Water Polo NSW, if disciplinary action against that person has begun.

Further to clauses 3.1 to 3.10, this policy also applies to:

- 3.11 Member associations of Water Polo NSW  
3.12 Organisations affiliated with Water Polo NSW.

#### **4. Organisational responsibilities**

Water Polo NSW, each member of Water Polo NSW (in each class) and each other person and organisation listed or referred to in clauses 3.1 – 3.12 (both inclusive) must:

- 4.1 comply with this policy and, where relevant, adopt and implement a member protection policy which is consistent with Water Polo NSW's policy.
- 4.2 ensure that this policy is enforceable including by, where relevant, ensuring that the constitution, by-laws or other rules and policies include the necessary clauses for this policy to be enforceable
- 4.3 publish, distribute and promote this policy and the consequences of any breaches of this policy
- 4.4 promote and model appropriate standards of behaviour at all times
- 4.5 deal with any complaints made under this policy in an appropriate manner
- 4.6 deal with any breaches of this policy in an appropriate manner
- 4.7 recognise and enforce any penalty imposed under this policy
- 4.8 ensure that a copy of this policy is available or accessible to all people and organisations to whom this policy applies
- 4.9 use appropriately trained people to receive and manage complaints and allegations of inappropriate behaviour e.g. Member Protection Information Officers ("MPIOs").
- 4.10 monitor and review this policy at least annually.

#### **5. Individual responsibilities**

Individuals bound by this policy must:

- 5.1 make themselves aware of the contents of this policy
- 5.2 comply with all relevant provisions of this policy, including any codes of conduct and the steps for making a complaint or reporting possible child abuse set out in this policy
- 5.3 consent to the screening requirements set out in this policy and any state/territory Working with Children Checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18 or where otherwise required by law
- 5.4 place the safety and welfare of children above other considerations
- 5.5 be accountable for their behaviour; and
- 5.6 comply with any decisions and/or disciplinary measures imposed under this policy.

## **6. Position statements**

### **6.1 Child protection**

Water Polo NSW is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

#### **6.1.1 Identify and analyse risk of harm**

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

#### **6.1.2 Develop codes of behaviour**

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport, especially those in our care. We will also implement a code of behaviour to promote appropriate conduct between children.

These codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (Refer to the attachments in Part B of this policy.)

#### **6.1.3 Choose suitable employees and volunteers**

We will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.

We will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements. (Refer to the attachments in Part C of this policy.)

#### **6.1.4 Support, train, supervise and enhance performance**

We will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training. Our goal is to develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment in our sport.

#### **6.1.5: Empower and promote the participation of children**

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.



#### **6.1.6 : Report and respond appropriately to suspected abuse and neglect**

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. (Refer to the attachments in Part E of this policy.)

Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint to us. (Refer to the attachments in Part D of this policy.)

### **6.2 Taking images of children**

There is a risk that images of children may be used inappropriately or illegally. Water Polo NSW requires that individuals and associations, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own. They should also make sure the parent/guardian understands how the image will be used.

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

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent/guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by paedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our sport and we will ensure that they are suitably clothed in a manner that promotes participation in the sport. We will seek permission from the parents/guardians of the children before using the images. We require our member state and territory associations and clubs to do likewise.

### **6.3 Anti-discrimination and harassment**

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

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

#### **6.3.1 Discrimination**

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

The personal characteristics protected by anti-discrimination laws include attributes such as race, age, disability, gender and race. The full list of protected personal characteristics is in the "Definitions" set out in the Dictionary of Terms.

Discrimination can be either direct or indirect.

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

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

### **6.3.2 Harassment**

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

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

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

### **6.3.3 Prohibition against discrimination and harassment**

We prohibit all forms of harassment and discrimination based on the personal characteristics listed in the "Definitions" set out in the Dictionary of Terms.

Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with us. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation. (Refer to the attachments in Part D of this policy.)

## **6.4 Intimate relationships**

Water Polo NSW understands that consensual intimate relationships (including, but not limited to sexual relationships) between coaches or officials and adult athletes may take place legally. However, this policy will help ensure that the expectations of coaches or officials are clear and, to ensure that if an intimate relationship does exist or develop between a coach or official and an adult athlete, that relationship will be managed in an appropriate manner.

Coaches and officials are required to conduct themselves in a professional and appropriate manner in all interactions with athletes. In particular, they must ensure that they treat athletes in a respectful and fair manner, and that they do not engage in sexual harassment, bullying, favoritism or exploitation.

We take the position that consensual intimate relationships between coaches or officials and the adult athletes they coach should be avoided as they can have harmful effects on the athlete involved, on other athletes and coaches and on the sport's public image. These relationships can also be perceived to be exploitative due to the differences in authority,

power, maturity, status, influence and dependence between the coach or official and the athlete.

We recommend that if an athlete attempts to initiate an intimate relationship with a coach or official, the coach or official should discourage the athlete's approach and explain to the athlete why such a relationship is not appropriate.

If a consensual intimate relationship does exist or develop between an adult athlete and a coach or official, the coach or official is expected to ensure that the relationship is appropriate and that it does not compromise impartiality, professional standards or the relationship of trust the coach or official has with the athlete and/or other athletes.

In assessing the appropriateness of an intimate relationship between a coach or official and an adult athlete, relevant factors include, but are not limited to:

- the relative age and social maturity of the athlete;
- any potential vulnerability of the athlete;
- any financial and/or emotional dependence of the athlete on the coach or official;
- the ability of the coach or official to influence the progress, outcomes or progression of the athlete's performance and/or career;
- the extent of power imbalance between the athlete and coach or official; and the likelihood of the relationship having an adverse impact on the athlete and/or other athletes.

It will often be difficult for a coach or official involved in an intimate relationship with an adult athlete to make an objective assessment of its appropriateness and accordingly they are encouraged to seek advice from a MPIO to ensure that they have not involved themselves in inappropriate or unprofessional conduct.

If it is determined that an intimate relationship between a coach or official and an adult athlete is inappropriate or unprofessional we may take disciplinary action against the coach or official up to and including dismissal. Action may also be taken to stop the coaching relationship with the athlete. This could include a transfer, a request for resignation or dismissal from coaching duties.

If a coach, official or athlete believes they are being, or have been, harassed they are encouraged to seek information and support a MPIO. Our complaints procedure is outlined in Part D of this policy.

## **6.5 Pregnancy**

Water Polo NSW is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our sport. We will not tolerate any discrimination or harassment against pregnant women.

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

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions

themselves, in consultation with their medical advisers and in discussion with Water Polo NSW.

We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person or organisation bound by this Policy, she may make a complaint. (Refer to the attachments in Part D of this policy.)

## **6.6 Gender identity**

Gender identity means the gender-related identity, appearance or mannerisms or other gender-related characteristics of a person. This includes the way people express or present their gender and recognises that a person's gender identity may be an identity other than male or female. Some terms used to describe a person's gender identity include trans, transgender and gender diverse.

### **6.6.1 Gender identity discrimination and harassment**

Federal, state and territory anti-discrimination laws provide protection from discrimination against people on the basis of their gender identity. (See definition in Dictionary of terms).

Water Polo NSW is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate.

All persons, regardless of gender identity, are entitled to be treated fairly and with dignity and respect at all times. We will not tolerate any unlawful discrimination or harassment of a person because of their gender identity. This includes discrimination or harassment of a person who is transgender or transsexual, who is assumed to be transgender or transsexual or has an association with someone who has or is assumed to be transgender or transsexual. (Refer to the attachments in Part D of this policy.)

We expect all people bound by this policy to act with sensitivity when a person is undergoing gender transition/affirmation.

If any person believes that they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy because of their gender identity, they may make a complaint.

### **6.6.2 Participation in sport**

Water Polo NSW recognises that excluding people from participating in sporting events and activities because of their gender identity may have significant implications for their health, wellbeing and involvement in community life. We are committed to supporting participation in our sport on the basis of the gender with which a person identifies.

If issues of performance advantage arise, we will consider whether the established discrimination exceptions for participation in sport are relevant in the circumstances. Discrimination is unlawful unless an exception applies.

Drug testing procedures and prohibitions also apply to people who identify as transgender. 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.

#### **6.6.3. Intersex status**

Federal anti-discrimination law, and some state and territory anti-discrimination laws, provide protection from discrimination against a person on the basis of their intersex status. (See Dictionary of terms).

Water Polo NSW is committed to providing a safe, fair and inclusive sporting environment where all people can contribute and participate. We will not tolerate any unlawful discrimination or harassment of a person because of their intersex status.

### **6.7 Responsible service and consumption of alcohol**

Water Polo NSW is committed to conducting sporting and social events in a manner that promotes the responsible service and consumption of alcohol. We also recommend that member clubs follow strict guidelines regarding the service and consumption of alcohol.

In general, our policy is that:

- alcohol should not be available or consumed at sporting events involving children and young people under the age of 18
- alcohol-free social events be provided for young people and families
- food and low-alcohol and non-alcoholic drinks be available at events we hold or endorse where alcohol is served
- staff member is present at events we hold or endorse where alcohol is served to ensure appropriate practices in respect of the consumption of alcohol are followed; and
- safe transport options will be promoted as part of any event we hold or endorse where alcohol is served.

### **6.8 Smoke-free environment**

Water Polo Australia is committed to providing a safe and healthy environment at all sporting and social events that we hold or endorse.

In general, our policy is that:

- no smoking shall occur at or near sporting events involving children and young people under the age of 18. This policy shall apply to coaches, players, trainers, officials and volunteers
- social events shall be smoke-free, with smoking permitted at designated outdoor smoking areas; and
- coaches, officials, trainers, volunteers and players will refrain from smoking while they are involved in an official capacity in our sport, both on and off the field.

## 6.9 **Bullying**

Water Polo NSW is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable in our sport.

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

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

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

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

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Water Polo NSW will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. Frustration at a referee, 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 – to the relevant controlling club, league or peak sporting body.

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

## 6.10 **Social networking**

Water Polo NSW acknowledges the enormous value of social networking to promote our sport and celebrate the achievements and success of the people involved in our sport.

Social networking refers to any interactive website or technology that enables people to communicate and/or share content via the internet. This includes social networking websites such as Facebook and Twitter.

We expect all people bound by this policy to conduct themselves appropriately when using faustral sites to share information related to our sport.

In particular, social media activity including, but not limited to, postings, blogs, status updates, and tweets:

- must not contain material which is, or has the potential to be, offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing,

- embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
- must not contain material which is inaccurate, misleading or fraudulent;
- must not contain material which is in breach of laws, court orders, undertakings or contracts;
- should respect and maintain the privacy of others; and
- should promote the sport in a positive way.

## 7. Complaints procedures

### 7.1 Handling complaints

Water Polo NSW aims to provide a simple, confidential and trustworthy procedure for resolving complaints based on the principles of procedural fairness.

Any person (a **“complainant”**) may report a complaint about a person, people or organisation bound by this policy (a **“respondent”**) if they feel they have been discriminated against, harassed, bullied or there has been any other breach of this policy.

In the first instance, complaints should be reported to the MPIO or the chief executive officer of Water Polo NSW (the **“CEO”**).

If a complaint relates to behaviour or an incident that occurred at the:

- club level, or involves people operating at the club level, then the complaint should be reported to and handled by the relevant club in the first instance.

Only matters that relate to, or which occurred at, the national level, as well as serious cases referred from the state and club level, should be dealt with by Water Polo Australia as the national body for the sport of water polo.

A complaint may be handled informally or formally. The complainant may indicate his or her preferred option and the MPIO or CEO should consider whether that is an appropriate way to handle the particular complaint. For example, the law may require that the complaint/allegation be reported to an appropriate authority.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our procedures for handling and resolving complaints are outlined in Attachment D1.

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

### 7.2 Improper complaints and victimisation

Water Polo NSW aims to ensure that our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures may be undertaken in respect of a person who harasses or victimises another person for making a complaint or supporting another person's complaint.

If at any point in the complaint handling process the MPIO or CEO considers that a complainant has knowingly made an untrue complaint, or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be referred in writing to the Tribunal for review and appropriate action, including possible disciplinary action against the complainant.

### **7.3 Mediation**

Water Polo NSW aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action.

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. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, the MPIO or CEO will, in consultation with the complainant, arrange for an independent mediator where possible. We will allow lawyers to participate in the mediation process.

More information on the mediation process is outlined in Attachment D2.

### **7.4 Tribunals**

In accordance with Water Polo NSW's rules a Tribunal may be convened to hear a formal complaint:

- referred to it by the MPIO or CEO
- referred to it or escalated by a club because of the serious nature of the complaint; because it was unable to be resolved at the club level; or because the member protection policy of the club directs it to be.
- for an alleged breach of this policy.

Our Tribunal procedure is outlined in Attachment D4.

A respondent may lodge an appeal to the Appeal Tribunal in respect of a Tribunal decision. The decision of the Appeal Tribunal is final and binding on the people involved. Our appeals process is outlined in Attachment D4.

Every organisation bound by this policy will recognise and enforce any decision of a Tribunal or Appeal Tribunal under this policy.

## **8. What is a breach of this policy?**

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

- 8.1 breaching the codes of behaviour (see Part B of this policy).
- 8.2 bringing Water Polo NSW or the sport of water polo into disrepute, or acting in a manner likely to bring Water Polo NSW or the sport of water polo into disrepute.
- 8.3 failing to follow Water Polo NSW's policies (including this policy) and our procedures for the protection, safety and well-being of children.
- 8.4 discriminating against, harassing or bullying (including cyber-bullying) any person.
- 8.5 victimising another person for making or supporting a complaint.



- 8.6 engaging in an inappropriate intimate relationship with a person that he or she supervises, or has influence, authority or power over.
- 8.7 verbally or physically assaulting another person, intimidating another person or creating a hostile environment within the sport.
- 8.8 disclosing to any unauthorised person or organisation any Water Polo NSW information that is of a private, confidential or privileged nature.
- 8.9 making a complaint that they know to be untrue, vexatious, malicious or improper.
- 8.10 failing to comply with a penalty imposed after a finding that the individual or organisation has breached this policy.
- 8.11 failing to comply with a direction given to the individual or organisation as part of a disciplinary process.

## **9. Disciplinary measures**

Water Polo NSW may impose disciplinary measures on an individual or organisation for a breach of this policy.

Any disciplinary measure imposed will be:

- fair and reasonable
- applied consistent with any contractual and employment rules and requirements
- be based on the evidence and information presented and the seriousness of the breach; and
- be determined in accordance with our Constitution, By-laws, this policy and/or the rules of the sport.

### **9.1 Individual**

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.

- 9.1.1 a direction that the individual make a verbal and/or written apology;
- 9.1.2 a written warning;
- 9.1.3 a direction that the individual attend counselling to address their behaviour;
- 9.1.4 a withdrawal of any awards, scholarships, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by Water Polo NSW;
- 9.1.5 a demotion or transfer of the individual to another location, role or activity;
- 9.1.6 a suspension of the individual's membership or participation or engagement in a role or activity;
- 9.1.7 termination of the individual's membership, appointment or engagement;
- 9.1.8 a recommendation that Water Polo NSW terminate the individual's membership, appointment or engagement;
- 9.1.9 in the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- 9.1.10 a fine;
- 9.1.11 any other form of discipline that the Tribunal considers appropriate.

### **9.2 Organisation**

If a finding is made that any member of Water Polo NSW (other than a natural person) or other organisation bound by this policy has breached its own member

protection policy or this policy, one or more of the following forms of discipline may be imposed by the Tribunal:

- 9.2.1** a written warning;
- 9.2.2** a fine;
- 9.2.3** a direction that any rights, privileges and benefits provided to that organisation by the national body or other peak association be suspended for a specified period;
- 9.2.4** a direction that any funding granted or given to it by Water Polo NSW cease from a specified date;
- 9.2.5** a direction that Water Polo NSW cease to sanction events held by or under the auspices of that organisation;
- 9.2.6** a recommendation to Water Polo NSW that its membership of Water Polo NSW be suspended or terminated in accordance with its constitution and its rules, regulations, by-laws and policies made in accordance with the constitution;
- 9.2.7** any other form of discipline that the national body or peak organisation considers reasonable and appropriate.

### **9.3 Factors to consider**

The form of discipline to be imposed on an individual or organisation will depend on factors, including without limitation:

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

## **10. Dictionary of terms**

A dictionary of terms used in this policy and its attachments is set out following Part E of this policy, commencing at page 23.

## **PART B: CODES OF BEHAVIOUR**

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We seek to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

To achieve this, we require certain standards of behaviour of players/athletes, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

Our codes of behaviour are underpinned by the following core values.

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

### **ATTACHMENTS**

#### **PART B – ATTACHMENTS: CODES OF BEHAVIOUR**

Attachment B1:	Coach Code of Conduct	Official Code of
Attachment B2:	Conduct	Player/Athlete Code of Conduct
Attachment B3:	Administrator (volunteer)	Code of
Attachment B4:	Conduct	Parent/Guardian Code of
Attachment B5:	Conduct	Spectator Code of Conduct
Attachment B6:		

## **PART C: EMPLOYMENT SCREENING / WORKING WITH CHILDREN CHECK REQUIREMENTS**

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We are committed to providing a safe environment for children. As part of this, we will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Working with Children Check laws are currently in place in New South Wales, Queensland, Western Australia, Victoria, the Northern Territory, the Australian Capital Territory and South Australia. Working with Children Check laws are currently being introduced in Tasmania.

Water Polo NSW, including our clubs, will meet the requirements of the relevant state or territory Working with Children Check laws.

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 or territory.

### **ATTACHMENTS**

- Attachment C2: Member Protection Declaration
- Attachment C3: Working with Children Check requirements

## **PART D: COMPLAINT HANDLING PROCEDURES**

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We will deal with all complaints in a fair, timely and transparent manner. All complaints will be treated seriously.

We will provide individuals with an informal and informal process to resolve the matter, along with access to an external complaint handling body, based on the nature of the complaint and our rules and regulations.

We also provide an appeals process for those matters.

We will maintain confidentiality where possible and as provided in this policy and seek to ensure that no one is victimised for making, supporting or providing information about a complaint.

### **ATTACHMENTS**

- Attachment D1:Complaints procedure
- Attachment D2.Mediation
- Attachment D3.Investigation procedure
- Attachment D4.Tribunal procedure

## **PART E: REPORTING REQUIREMENTS AND DOCUMENTS/FORMS**

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We will ensure that all the complaints we receive, both formal and informal, are properly documented. This includes recording how the complaint was resolved and the outcome of the complaint.

This information, and any additional records and notes, will be treated confidentially (subject to disclosure required by law or permitted under this policy) and stored in a secure place.

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

We will ensure that everyone who works with our organisation in a paid or unpaid capacity understands how to appropriately receive and record allegations of child abuse and neglect and how to report those allegations to the relevant authorities in their state or territory.

### **ATTACHMENTS**

- Attachment E1:Record of informal complaint
- Attachment E2:Record of formal complaint
- Attachment E3:Handling an allegation of child abuse
- Attachment E4:Confidential record of child abuse allegation

## Dictionary of terms

This Dictionary sets out the meaning of words used in this policy and its attachments, without limiting the ordinary and natural meaning of the words. Further detail or definitions that are specific to different states and territories can be sourced from the relevant child protection authorities or equal opportunity and anti-discrimination commissions.

**Abuse** is the violation of an individual's human or civil rights through the act or actions of another person or persons. Types of abuse include physical abuse, psychological or emotional abuse, sexual abuse, constraints and restrictive practices, financial abuse, legal or civil abuse and systemic abuse.

**Affiliated club** includes any organisation, whether a member of a territory association or not, which competes in water polo competitions, tournaments and matches played under the auspices of Water Polo NSW or a territory association which is a member of Water Polo NSW.

**Appeals Rules** means the Appeals Tribunal Rules put into force by Water Polo NSW which establishes the Appeals Tribunal and confers jurisdiction on the Appeals Tribunal.

**Appeals Tribunal** means an appeals tribunal formed pursuant to Attachment D4 and under the Appeals Rules.

**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**, which occurs when a child has suffered, or is at risk of suffering, non-accidental physical trauma or injury. This may include, but is not limited to, hitting, shaking or other physical harm; giving a child alcohol or drugs; or training that exceeds the child's development or maturity.
- **sexual abuse**, which occurs when an adult, other child, or adolescent uses their power or authority to involve a child in a sexual activity or 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**, which occurs when a child's social, emotional, cognitive or intellectual development is impaired or threatened. Emotional abuse can include, but is not limited to, emotional deprivation due to persistent rejection or criticism, hostility, teasing/bullying, humiliation, taunting, sarcasm, yelling, name-calling or placing unrealistic expectations on a child.
- **neglect**, which occurs when a child's basic necessities of life are not met, and their health and development are affected. Basic needs include food, water, shelter, adequate clothing, personal hygiene, timely provision of medical treatment and adequate supervision.

**Code of Conduct** means any code of conduct published in this policy together with any other code of conduct or code of behaviour put into force by Water Polo NSW from time to time.

**Complaint** means a complaint made under clause 7 of this policy.

**Complainant** means the person making a complaint.

**Complaint handler/manager** means the person appointed under this policy to investigate a complaint.

**Discrimination** occurs when someone is treated (or is proposed to be treated) unfairly or less favourably than another person in the same or similar circumstances because of one of the personal characteristics covered by anti-discrimination laws. This is known as direct discrimination. Indirect discrimination occurs when there is (or is proposed) an unreasonable

requirement, condition or practice that seems to treat everyone equally, but which has or is likely to have the effect of disadvantaging persons with a personal characteristic covered by anti-discrimination laws.

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

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

Some states and territories include additional protected characteristics, such as physical features or association with a person with one or more of the characteristics listed above.

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

Some exceptions to state, territory and federal anti-discrimination law apply, including exceptions for sporting activities, such as:

- holding a competitive sporting activity for a specific age or age group (e.g. only those who are under the age of 15 years);
- excluding people on the basis of their sex and/or gender identity status from participation in a competitive sporting activity where the strength, stamina or physique of competitors is relevant to the specific activity (note that this does not apply to activity by children who are under the age of 12 years); and
- 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 sporting activity.

**Gender expression:** The term 'gender expression' refers to the way in which a person externally expresses their gender or how they are perceived by others.

**Gender identity:** The term 'gender identity' refers to a person's deeply held internal and individual sense of gender.

**Harassment** is any type of unwelcome behaviour which has the effect of offending, humiliating or intimidating the person harassed. Unlawful harassment can be based on any of the personal



characteristics covered by anti-discrimination law, such as a person's race, sex, pregnancy, marital status or sexual orientation (see the list under "Discrimination").

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 and territories also prohibit public acts that vilify people on other grounds such as homosexuality, gender identity, HIV/AIDS, religion and disability (see also "Vilification").

**Intersex:** The term 'intersex' refers to people who have genetic, hormonal or physical characteristics that are not exclusively 'male' or 'female'. A person who is intersex may identify as male, female, intersex or as being of indeterminate sex.

**Member** means any member (in any category) of Water Polo NSW.

**Member Protection Information Officer** and **MPIO** means the CEO of WPNSW or any person appointed to be the first point of contact for a person reporting an issue or a complaint under, or a breach of, this policy.

**Procedural fairness** requires that:

- the respondent knows the full details of what is being said against him or her and they have the opportunity to respond;
- no person may judge their own case; and
- the decision-maker(s) must be unbiased, fair and just.

**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.

**Respondent** means the person whose behaviour is the subject of the complaint.

**Role-specific codes of conduct (or behaviour)** means standards of conduct required of people holding certain roles in our organisation (e.g. coaches, officials, umpires).

**Sexual harassment** means unwelcome behaviour of a sexual nature which could reasonably be expected to make a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwelcome physical contact, verbal comments, jokes, propositions, displays of pornographic or offensive material or other behaviour that creates a sexually hostile environment. Sexual harassment does not have to be intentional.

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** means a criminal offence involving sexual activity or acts of indecency. Because of differences under state and territory laws, this can include but is not limited to:

- rape
- indecent assault
- sexual assault
- assault with intent to commit sexual acts
- incest
- sexual penetration of child under the age of 16 years
- indecent act with child under the age of 16 years
- sexual relationship with child under the age of 16 years
- 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 years
- bestiality
- soliciting a child under the age of 16 years to take part in an act of sexual penetration or an indecent act
- promoting or engaging in acts of child prostitution
- obtaining benefits from child prostitution
- possession of child pornography
- publishing child pornography and indecent articles.

**Sexual orientation:** The term 'sexual orientation' refers to a person's emotional or sexual attraction to another person, including, amongst others, the following identities: heterosexual, gay, lesbian, bisexual, pansexual, asexual or same-sex attracted.

**Transgender** 'Transgender' is an umbrella term that refers to a person whose gender identity is different to their physical sex as recorded at birth. Transitioning refers to the process where a transgender person commences living as a member of another sex. This is sometimes referred to as the person 'affirming' their gender because transitioning means they start living in what they identify as their true gender. For people who are transitioning/affirming their gender, having their identity fully recognised in all areas of life is a crucial part of the experience of living as their affirmed gender.

**Tribunal** means a tribunal formed in accordance with Attachment D4 and under the Tribunal Rules.

**Tribunal Rules** means the rules put into force by Water Polo NSW from time to time, which establishes the Disciplinary Committee and/or Judiciary (Tribunal) and confers jurisdiction on the Tribunal.

**Victimisation** means treating someone unfairly or unfavorably, or threatening to do so, because that person has, or intends to, pursue their right to make any complaint, including a complaint under government legislation (e.g. anti-discrimination legislation) or under this policy, or for supporting another person to make complaint.

**Vilification** means behaviour that occurs in public which incites hatred towards, serious contempt for, or revulsion or severe ridicule of a person or group of people because that person or persons have a particular personal characteristic. Anti-discrimination laws in Australia make it unlawful to vilify a person or group of persons on the basis of race, religion, homosexuality, transgender status and HIV/AIDS status.

## **PART B: CODES OF BEHAVIOUR**

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**Attachment B1: Coach Code of Conduct**

**Attachment B2: Official Code of Conduct**

**Attachment B3: Player/Athlete Code of Conduct**

**Attachment B4: Administrator (volunteer) Code of Conduct**

**Attachment B5: Parent/Guardian Code of Conduct**

**Attachment B6: Spectator Code of Conduct**

## Attachment B1: Coach Code of Conduct

### COACHES CODE OF CONDUCT

**For registration or re-registration to the National Coach Accreditation Scheme (NCAS)**

#### WATER POLO

I, \_\_\_\_\_ of \_\_\_\_\_  
Full Name Address

**Am seeking registration / re-registration (please circle) for the following National Coaching Accreditation Scheme (NCAS) qualification:**

Level	Sport
-------	-------

**I agree to abide by the following:**

The Water Polo NSW Code of Conduct overleaf and the provisions of the Constitution and By Laws of Water Polo NSW can be viewed via the Water Polo NSW Website [www.waterpolonsw.org.au](http://www.waterpolonsw.org.au)

All Water Polo Australia and Water Polo NSW policies applicable, including the Anti-Doping Policy and Membership Protection Policy, which can be viewed via the respective websites [www.waterpoloaustralia.com.au](http://www.waterpoloaustralia.com.au) and [www.waterpolonsw.org.au](http://www.waterpolonsw.org.au)

I acknowledge that Water Polo NSW may take disciplinary action against me, if I breach the Water Polo NSW Code of Conduct. (I understand that Water Polo NSW is required to implement the Water Polo NSW Membership Protection Policy (MPP) complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me).

I acknowledge that disciplinary action against me may include de-registration from the NCAS.

Please refer to the Harassment-free Sport Guidelines available from the Australian Sports Commission if you require more information on harassment issues.

_____ Signature	_____ (if under 18, parent / guardian signature)
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\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

_____ Witness Name	_____ Signature
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\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

## **WPNSW COACH CODE OF CONDUCT**

Respect the rights, dignity and worth of every human being.	Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion.
Ensure the athlete's time spent with you is a positive one.	All athletes are deserving of equal attention and opportunities.
Treat each athlete as an individual	Respect the talent, development stage and goals of each individual athlete; help each athlete reach their full potential.
Provide a drug free environment	Not advocate, prescribe, recommend, support, administer or participate in the use of drugs, stimulates, or doping practices in respect of any athlete under my coaching and direction and abide by the Anti-Doping Policy of Water Polo Australia Limited or Anti-Doping Policy adopted by Water Polo Australia Limited. Coaches should educate their athletes on drugs in sport issues in consultation with ASADA.
Be Fair, considerate and honest with athletes	Language, manner, punctuality, preparation and presentation should display high standards. Display control, respect, dignity and professionalism to all involved in the sport - this includes opponents, coach's officials, administrators, the media, parents and spectators. Encourage your athletes to demonstrate the same qualities.
Be professional and accept responsibility for your actions.	Maintain or improve your current NCAS accreditation. Seek continual improvement through performance appraisal and ongoing coach education. Provide a training program which is planned and sequential. Maintain appropriate records.
Make a commitment to providing a quality service to your athletes.	The guidelines of National and international bodies governing your sport should be followed. Please contact Water Polo NSW Limited for a rule book and any relevant policies.
Operate within the rules of your sport. Any physical contact with athletes should be: *Appropriate to the situation. *Necessary for the athletes skill development. *Refrain from any form of personal abuse towards your athletes. Refrain from any form of harassment.	This includes verbal, physical and emotional abuse. Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.  This includes sexual harassment, racial vilification and harassment on the grounds of disability. You should not only refrain from initiating a relationship with an athlete but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal.
Provide a safe environment for training and competition.	Ensure equipment and facilities meet safety standards. Equipment, rules, training and the environment need to be appropriate for the age of the athletes.
Show concern and caution towards sick and injured athletes.	Provide a modified training program where appropriate. Encourage athletes to seek medical advice when required. Maintain the same interest and support towards sick and injured athletes.
Be a positive role model for your sport and athletes. Refrain from inappropriate behaviour towards officials and parents.	Abuse and insults directed at officials or parents. Refer "Harassment- Free Sport guidelines" available from the Australian Sports Commission.

## Attachment B2: Official Code of Conduct

### OFFICIALS CODE OF CONDUCT

For registration or re-registration to the National Officiating Accreditation Scheme (NOAS)

### WATER POLO

I, \_\_\_\_\_ of \_\_\_\_\_  
Full Name Address

Am seeking registration / re-registration (please circle) for the following Australian National Officiating Accreditation Scheme (NOAS) or AWPI/SSO qualification:

Level Sport

I agree to abide by the following:

The Water Polo NSW Officials Code of Conduct overleaf and the provisions of the Constitution and By Laws of Water Polo NSW can be viewed via the Water Polo NSW Website  
[www.waterpoloaustralia.com.au](http://www.waterpoloaustralia.com.au)

All Water Polo NSW Policies applicable including the Anti-Doping Policy and Membership Protection Policy which can be viewed via the respective websites [www.waterpoloaustralia.com.au](http://www.waterpoloaustralia.com.au) and [www.waterpolonsw.org.au](http://www.waterpolonsw.org.au)

I acknowledge that Water Polo NSW may take disciplinary action against me, if I breach the Officials Code of Conduct. (I understand that Water Polo NSW is required to implement the Water Polo NSW Membership Protection Policy (MPP) complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me).

I acknowledge that disciplinary action against me may include de-registration from the NOAS.

Please refer to the Harassment-free Sport Guidelines available from the Australian Sports Commission if you require more information on harassment issues.

Signature (if under 18, parent / guardian signature)

Date

\_\_\_\_\_

\_\_\_\_/\_\_\_\_/\_\_\_\_

Witness

Date

## REFEREE/OFFICIALS CODE OF BEHAVIOUR

Includes: Referees, volunteer table officials, and appointed officers of Water Polo NSW Member Associations and Affiliated Clubs:

Respect the rights, dignity and worth of every human being regardless of age, gender, ethnic origin, religion or ability.

Display control, respect dignity and professionalism to all involved with water polo (including athletes, coaches, officials, administrator parents and spectators) and encourage other referees/officials to demonstrate these qualities.

Be professional in your appearance and manner and accept responsibility for all actions taken.

Be courteous, respectable and open to discussion and interaction.

Provide a drug free environment

Not advocate, prescribe, recommend, support, administer or participate in the use of drugs, stimulates, or doping practices in respect of any athlete under my coaching and direction and abide by the Anti-Doping Policy of Water Polo Australia Limited or Anti-Doping Policy adopted by Water Polo Australia Limited.

Make a commitment to providing quality service to officiating in your state and AWPI by seeking continual improvement of your officiating knowledge and skill through study, performance appraisal and regular updating of competencies.

Maintain and improve your Australian or SSO Panel Rating.

Operate within the rules and spirit of water polo.

Abide by and respect the regulations governing water polo and sport generally and the organisations and individuals administering those regulations.

Refrain from any form of personal abuse towards athletes, officials, parents and coaches.

This includes verbal and physical abuse.

Refrain from any form of sexual harassment.

This includes explicit, implicit, verbal and nonverbal sexual harassment.

Place the safety and welfare of the participants above all else.

Ensure that equipment and facilities meet rule requirements and safety standards.

Be Impartial.

Avoid any situation which may lead to a conflict of interest.

Show concern and caution towards sick and injured athletes.

Encourage inclusivity and access to all areas of officiating.

Be a positive role model for refereeing and officiating.

## **Attachment B3: Player/Athlete Code of Conduct**

### **Player Code of Conduct**

- Play by the rules.
- Never argue with an official. If you disagree, have your captain, coach or manager approach the official after the competition.
- Control your temper. Verbal abuse of officials and sledging other players, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
- Work equally hard for yourself and/or your team. Your team's performance will benefit so will you.
- Be a good sport. Applaud all good plays whether they are made by your team or the opposition.
- Treat all participants in your sport as you like to be treated. Do not bully or take unfair advantage of another competitor.
- Cooperate with your coach, team mates and opponents. Without them there would be no competition.
- Participate for your own enjoyment and benefit, not just to please parents and coaches.
- Respect the rights, dignity and worth of all participants regardless of their gender, ability, cultural background or religion.



## **Attachment B4: Administrator (volunteer) Code of Conduct**

### **Administrators (Volunteer) Code of Conduct**

Includes Committee member, employee, contractor, and appointed officers of Water Polo NSW, Member Associations and Affiliated Clubs:

- Involve young people in planning, leadership, evaluation and decision making related to the activity.
- Give all young people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, referee, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players.
- Remember that young people participate for their enjoyment and benefit. Do not over emphasise awards.
- Help coaches and officials highlight appropriate behaviour and skill development, and help improve the standards of coaching and officiating.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give a code of behaviour sheet to spectators, officials, parents, coaches, players and the media, and encourage them to follow it.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.
- Support implementation of the National Junior Sport Policy.
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## **Attachment B5: Parent/Guardian Code of Conduct**

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

- Remember that children participate in sport for their enjoyment, not yours.
- Encourage children to participate, do not force them.
- Focus on the child's efforts and performance rather than winning or losing.
- Encourage children always to play according to the rules and to settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Remember that children learn best by example. Appreciate good performances and skillful plays by all participants.
- Support all efforts to remove verbal and physical abuse from sporting activities.
- Respect officials' decisions and teach children to do likewise.
- Show appreciation for volunteer coaches, officials and administrators. Without them, your child could not participate.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## **Attachment B6: Spectator Code of Conduct**

### **Spectator Code of Conduct**

- Remember that young people participate in sport for their enjoyment and benefit, not yours.
- Applaud good performance and efforts from all individuals and teams. Congratulate all participants on their performance regardless of the game's outcome.
- Respect the decisions of officials and teach young people to do the same.
- Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players.
- Show respect for your team's opponents. Without them there would be no game.
- Encourage players to follow the rules and the officials' decisions.
- Do not use foul language, sledge or harass players, coaches or officials.
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.

## Attachment C2: MEMBER PROTECTION DECLARATION

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Water Polo NSW has a duty of care to all those associated with our organisation and to the individuals and organisations to whom this policy applies. It is a requirement of our Member Protection Policy that we check the background of each person who works, coaches or has regular unsupervised contact with children and young people under the age of 18 years.

I ..... (name) of .....

..... (address) born ...../...../.....

Sincerely declare:

1. I comply with the relevant Working with Children Check Requirements as outlined on Section C3 of the WPNSW Member Protection Policy.
2. I do not have any criminal charge pending before the courts.
3. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, offences involving narcotics and other illegal or restricted substances, or acts of violence.
4. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence.
5. I am not currently serving a sanction for an anti-doping rule violation under an Australian Sports Anti-Doping Authority ("ASADA") approved anti-doping policy applicable to me.
6. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
7. To my knowledge, there is no other matter that Water Polo NSW may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
8. I will notify the chief executive officer of Water Polo NSW or the organisation/s engaging me immediately upon becoming aware that any matter set out above has changed.

Declared in the state/territory of .....

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

### **Consent of parent/guardian (on behalf of a person under the age of 18)**

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

Name: .....

Signature: .....

Date: .....

## Attachment C3:

### WORKING WITH CHILDREN CHECK REQUIREMENTS

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

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

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

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

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

#### **Australian Capital Territory**

Contact the Office of Regulatory Services

Website: [www.ors.act.gov.au/community/working\\_with\\_vulnerable\\_people\\_wwvp](http://www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp)

Phone: 02 6207 3000

#### **New South Wales**

Contact the Office of the Children's Guardian

Website: [www.kidsguardian.nsw.gov.au/check](http://www.kidsguardian.nsw.gov.au/check)

Phone: 02 9286 7276

#### **Northern Territory**

Contact the Northern Territory Screening Authority

Website: [www.workingwithchildren.nt.gov.au](http://www.workingwithchildren.nt.gov.au)

Phone: 1800 SAFE NT (1800 723 368)

#### **Queensland**

Contact the [Public Safety Business Agency](#) about the "Blue Card" system.

Website: [www.ccypcg.qld.gov.au](http://www.ccypcg.qld.gov.au)

Phone: 1800 113 611

#### **South Australia**

Contact the Department for Education and Child Development for information

Website: [www.families.sa.gov.au/childsafe](http://www.families.sa.gov.au/childsafe) Phone : 08 8463 6468.

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

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

#### **Tasmania**

Contact the Department of Justice about the working with children registration system that is being phased in

Website: [www.justice.tas.gov.au/working\\_with\\_children](http://www.justice.tas.gov.au/working_with_children)

Phone: 1300 13 55 13

**Victoria**

Contact the Department of Justice

Website: [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

Phone: 1300 652 879

**Western Australia**

Contact the Department for Child Protection

Website: [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)

Phone: 1800 883 979

**Travelling to other states or territories**

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

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

The laws providing interstate exemptions are not consistent across Australia.

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

## Attachment D1: COMPLAINTS PROCEDURE

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Water Polo NSW is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

**We will endeavour to deal with complaints on a confidential basis.** We will not provide information about the complaint to another person without the complainant's consent, except if the law requires us disclose this information or it is necessary to properly deal with the complaint.

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

We will provide **informal and formal procedures** to deal with complaints. Individuals and organisations can also make **complaints to external organisations** under anti-discrimination, child protection and other relevant laws.

### Informal approaches

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

If you feel confident and comfortable to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.

#### **Step 2: Contact a Member Protection Information Officer**

We encourage you to talk with one of our Member Protection Information Officers (MPIOs) if:

- step 1 (above) is not appropriate
- you are not sure how to handle the problem by yourself
- you want to talk confidentially with someone and find out what options are available to address your concern, or
- the concern continues after you approached the other person.

The names and contact details for our any MPIOs are available at [www.waterpolonsw.org.au](http://www.waterpolonsw.org.au)

The MPIO will:

- ask how you would like your concern resolved and if you need support
- seek to provide different options for you to address your concern
- act as a support person, if you wish
- refer you to an appropriate person (e.g. a mediator) to help you address your concern, if appropriate
- inform the relevant government authorities and/or police, if required by law to do so
- where possible and appropriate, maintain confidentiality.

#### **Step 3: Decide how to address your concern**

After talking with the MPIO, you may decide:

- there is no problem
- the problem is minor and you do not wish to take the matter forward
- to try and resolve the problem yourself, with or without a support person
- to resolve the problem with the help of someone impartial, such as a mediator
- to resolve the matter through a formal process.

## Formal approaches

### Step 4: Making a formal complaint

If it is not possible or appropriate to resolve your complaint through an informal process, you may:

- make a formal complaint in writing to the MPIO or chief executive officer of Water Polo NSW; or
- approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice and assistance.

After receiving a formal complaint, and based on the material you provide, the MPIO or chief executive officer of Water Polo NSW (as the case may be) will decide whether:

- he or she is the most appropriate person to receive and handle the complaint
- the nature and seriousness of the complaint requires a formal resolution procedure
- to refer the complaint to **mediation**
- to appoint a person to **investigate** the complaint
- to refer the complaint to a **tribunal hearing**
- to refer the matter to the **police or other appropriate authority**, and/or
- to implement any interim arrangements that will apply until the complaint process is completed.

In dealing with your formal complaint, the relevant person will take into account:

- whether he or she has had any personal involvement in the circumstances and if so whether it is appropriate someone else should handle the complaint
- your wishes, and the wishes of the respondent, regarding how the complaint should be handled
- the relationship between you and the respondent (e.g. an actual or perceived power imbalance between you and the respondent)
- whether the facts of the complaint are in dispute; and
- the urgency of the complaint, including the possibility that you might face further unacceptable behaviour while the complaint process is underway.

If the relevant person is the appropriate person to handle the complaint, he or she will, where appropriate and / or necessary:

- provide the information received from you to the other person(s) involved and ask for a response
- decide if there is enough information to determine whether the matter alleged in your complaint did or did not occur; and/or
- determine what, if any, further action to take, including referring the matter for investigation or disciplinary action in accordance with this policy.

### Step 5: Investigating the complaint

In some cases, an investigation may be required to determine the facts surrounding the complaint. Our investigations procedure is outlined in Attachment D3.

Following the investigation, a written report will be provided to MPIO or chief executive officer of Water Polo NSW.

- If the complaint is referred to **mediation**, we will follow the steps outlined in Attachment D2 or as agreed by you, the respondent and the mediator.
- If the complaint is referred to a **tribunal hearing**, the hearing will be conducted according to the steps outlined in Attachment D4.
- If the complaint is referred to the **police or another external agency**, we will endeavour to provide all reasonable assistance required by the police or the agency.



Any costs incurred by us relating to the complaint process set out in this policy (e.g. investigation, mediation and/or a tribunal hearing) are to be met by Water Polo NSW unless otherwise ordered by a Tribunal or Appeals Tribunal.

#### **Step 6: Reconsidering a complaint or appealing a decision**

If the matter is referred to mediation and is not resolved at mediation you may request that the MPIO reconsider the complaint in accordance with Step 3.

In accordance with Water Polo NSW's rules you or the respondent(s) may also appeal a decision made by at a tribunal hearing. The grounds and process for appeals are set out in Attachment D4.

#### **Step 7: Documenting the resolution**

The MPIO or the chief executive officer of Water Polo NSW (as the case requires) will record the complaint, the steps taken to resolve it and the final outcome. This information will be stored in a confidential and secure place. If the complaint was dealt with at the state/district level, the information will be stored by the state association. If the matter is of a serious nature the information will be stored by Water Polo Australia and a copy stored by Water Polo NSW.

#### **Approaching external organisations**

If you feel that you have been harassed or discriminated against, you can seek advice from your state or territory 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.

The commission may investigate your complaint. The commission may also 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.

If you do lodge a complaint with the commission, an appropriate person from our organisation (e.g. an MPIO) will be available to support you during the process. You may also wish to have a 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 D2: MEDIATION

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Mediation is a process that seeks to resolve complaints with the assistance of an impartial person – the mediator.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to discuss the issues and seeks to facilitate a mutually agreeable solution.

Our approach to mediation follows the steps set out below.

1. The MPIO or chief executive officer of Water Polo NSW will appoint an appropriate mediator to help resolve the complaint. This will be done under the direction of Water Polo NSW and in consultation with the complainant and the respondent(s). The mediator will be an independent person in the context of the complaint; however this does not preclude a person with an association with Water Polo NSW acting as mediator.
2. The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
3. All issues raised during mediation will be treated confidentially. We also respect the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. If the complaint is resolved by mediation, where appropriate the mediator may seek to ensure the parties execute a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). We expect the parties involved to respect and comply with the terms of the agreement.
5. If the complaint is not resolved by mediation, the complainant may:
  - write to MPIO or chief executive officer of Water Polo NSW to request that the MPIO or chief executive officer of Water Polo NSW reconsider the complaint; and
  - approach any relevant external agency, such as an anti-discrimination or equal opportunity commission, to resolve the matter.

We recognise that there are some **situations where mediation may not be appropriate**, including:

- when the people involved have completely different versions of the incident
- when one or both parties are unwilling to attempt mediation
- when there is a real or perceived power imbalance between the people involved
- matters that involve serious allegations.

## Attachment D3: INVESTIGATION PROCEDURE

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There will be times when a complaint will need to be investigated and information gathered.

An investigation helps determine the facts relating to the incident and, if requested, recommendations as to possible findings and next steps.

Any investigation we conduct will be fair to all people involved. The investigation process will be undertaken by an unbiased person.

If we decide that a complaint should be investigated, we will follow the steps outlined below.

1. We will provide a written brief to the investigator that sets out the terms of engagement and his or her roles and responsibilities.
2. The investigator may:
  - interview the complainant and record the interview in writing
  - provide full details of the complaint to the respondent(s) so that they can respond
  - interview the respondent(s) to allow them to answer the complaint and record the interview in writing
  - obtain statements from witnesses and collect other relevant evidence
  - make a finding as to whether the complaint is:
    - **substantiated** (there is sufficient evidence to support the complaint)
    - **inconclusive** (there is insufficient evidence either way)
    - **unsubstantiated** (there is sufficient evidence to show that the complaint is unfounded)
    - **mischievous, vexatious or knowingly untrue.**
  - provide a report to the MPIO, the chief executive officer of Water Polo NSW and / or the Tribunal documenting the complaint, the investigation process, the evidence and, if requested, any findings and recommendations.
3. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points from the investigation.
4. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person or adviser (e.g. a MPIO).

## **Attachment D4:**

# **TRIBUNAL PROCEDURE**

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We will follow the steps set out below to hear formal complaints made under our Member Protection Policy.

### **Preparing for a Tribunal hearing**

1. A Tribunal panel will be established, according to the rules set out in our Constitution and the relevant rules, regulations, policies and by-laws made in accordance with same, to hear a complaint that has been referred to it by the MPIO or the chief executive officer of Water Polo NSW.
2. The number of Tribunal panel members required to be present throughout the hearing will be determined in accordance with the relevant Water Polo NSW rules, regulations, policies and by-laws.
3. The Tribunal panel members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the MPIO or chief executive officer of Water Polo NSW relating to the complaint/allegations, as well as any other document referred to in the Tribunal Rules.
4. The Tribunal hearing will be held as soon as practicable in accordance with the Tribunal Rules. However, adequate time must be provided for the respondent(s) to prepare for the hearing.
5. The MPIO or chief executive officer of Water Polo NSW will inform the respondent(s) in writing that a Tribunal hearing will take place. In addition to any requirement of the Tribunal Rules, the notice will outline:
  - that the person has a right to appear at the Tribunal hearing to defend the complaint/allegations
  - the details of the complaint and of all allegations, as well as the provision or clause of any policy, rule or regulation that has allegedly been breached
  - the date, time and venue of the Tribunal hearing
  - that verbal and / or written submissions can be presented at the Tribunal hearing
  - that witnesses may attend the Tribunal hearing to support the position of the respondent/s
  - an outline of any possible sanctions that may be imposed if the complaint is found to be true
  - that legal representation will not be allowed.
  - that the respondent may be assisted by a support person at a Tribunal hearing. For example, where the respondent is a minor, he or she is entitled to (and should) have a parent or guardian present. However, a person cannot be a support person if he or she has been admitted to practice as a lawyer or worked as a trainee lawyer.

A copy of any investigation report findings will be provided to the respondent(s).

The respondent(s) will be allowed to participate in all Water Polo NSW activities and events, pending the decision of the Tribunal, including any available appeal process, unless the MPIO or chief executive officer of Water Polo NSW believes it is necessary to exclude the respondent/s from all or some activities and events because of the nature of the complaint or unless the Tribunal Rules or the Appeals Rules provide otherwise.

6. The MPIO or chief executive officer of Water Polo NSW will notify the complainant in writing that a Tribunal hearing will take place. In addition to any requirement of the Tribunal Rules, the notice will outline:
  - that the person has a right to appear at the Tribunal hearing to support their complaint

- the details of the complaint, including any relevant rules or regulations the respondent is accused of breaching
- the date, time and venue of the Tribunal hearing
- that either verbal and / or written submissions can be presented at the Tribunal hearing
- that witnesses may attend the Tribunal hearing to support the complainant's position
- that legal representation will not be allowed.
- that the respondent may be assisted by a support person at a Tribunal hearing. For example, where the respondent is a minor, he or she is entitled to (and should) have a parent or guardian present. However, a person cannot be a support person if he or she has been admitted to practice as a lawyer or worked as a trainee lawyer.

A copy of any investigation report findings will be provided to the complainant.

7. If the complainant believes the details of the complaint are incorrect or insufficient, he or she should inform the MPIO or chief executive officer of Water Polo NSW (as the case may be) as soon as possible so that the respondent(s) and members of the Tribunal panel can be properly informed of the complaint.
8. If possible and subject to the Tribunal Rules, the Tribunal panel should include at least one person with knowledge or experience of the relevant laws/rules (e.g. anti-discrimination).

### **Tribunal hearing procedure**

9. The procedure of a hearing before the Tribunal is set out in the Tribunal Rules.

### **Appeals Tribunal procedure**

10. In accordance with the Tribunal Rules, there is a limited right of appeal against a decision of the Tribunal. Any such appeal must be filed in accordance with the requirements of the Appeals Rules.
11. The procedure of appealing a decision of the Tribunal to the Appeals Tribunal, and the procedure of any appeal hearing before the Appeals Tribunal, is set out in the Appeals Rules.
12. Copies of the Tribunal Rules and the Appeals Rules are available on [www.waterpolonsw.org.au](http://www.waterpolonsw.org.au) or upon request from the MPIO or chief executive officer of Water Polo NSW.

## Attachment E1: RECORD OF INFORMAL COMPLAINT

Name of person receiving complaint		Date: //
Complainant's Name		
	Over 18	Under 18
Role/status	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....
When/where did the incident take place?		
What are the facts relating to the incident, as stated by complainant?		

What is the nature of the complaint? (category/basis/grounds)	Harassment or Sexual/sexist	Discrimination Selection dispute	Coaching methods
	Sexuality	Personality clash	Verbal abuse
	Race	Bullying	Physical abuse
	Religion	Disability	Victimisation
	Pregnancy	Child Abuse	Unfair decision
Tick more than one box if necessary	Other .....		
What does the complainant want to happen to resolve the issue?			
What other information has the complainant provided?			
What is the complainant going to do now?			

**This record and any notes must be kept in a confidential and safe place.** Do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be given to the chief executive officer of Water Polo NSW.

## Attachment E2: RECORD OF FORMAL COMPLAINT

Complainant's Name		Date Formal Complaint Received://	
	Over 18	Under 18	
Complainant's contact details	Phone: Email:		
Complainant's role/position	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....	
Name of person complained about (respondent)	Over 18	Under 18	
Respondent's role/position	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other .....	
Location/event of alleged incident			
Description of alleged incident			
Nature of complaint (category/basis/grounds)	Harassment or Sexual/sexist	Discrimination Selection dispute	Coaching methods
Tick more than one box if necessary	Sexuality	Personality clash	Verbal abuse
	Race	Bullying	Physical abuse
	Religion	Disability	Victimisation
	Pregnancy	Child Abuse	Unfair decision
	Other .....		
Methods (if any) of attempted informal resolution			

Formal resolution procedures followed (outline)	
If investigated:	Finding
If heard by Tribunal:	Decision  Action recommended
If mediated:	Date of mediation:  Both/all parties present  Agreement  Any other action taken
If decision was appealed	Decision  Action recommended
Resolution	Less than 3 months to resolve  Between 3 – 8 months to resolve  More than 8 months to resolve
Completed by	Name: Position: Signature: <span style="float: right;">Date/ /</span>
Signed by:	Complainant:

Respondent:

**This record and any notes must be kept in a confidential and safe place.** If the complaint is of a serious nature, or if it is taken to and/or dealt with at the national level, the original record must be provided to Water Polo NSW and a copy kept with the organisation where the complaint was first made.



## Attachment E3: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

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

Fact sheets on reporting allegations of child abuse in different states and territories are available at [www.playbytherules.net.au](http://www.playbytherules.net.au).

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

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

### Step 1: Receive the allegation

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

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

### Step 2: Report the allegation

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

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

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

### Step 4: Take internal action

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

### Contact details for advice or to report an allegation of child abuse

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 <a href="http://www.afp.gov.au">www.afp.gov.au</a>	Office for Children, Youth and Family Services <a href="http://www.dhcs.act.gov.au/ocyfs/services/care_and_protection">www.dhcs.act.gov.au/ocyfs/services/care_and_protection</a> Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 <a href="http://www.police.nsw.gov.au">www.police.nsw.gov.au</a>	Department of Family and Community Services <a href="http://www.community.nsw.gov.au">www.community.nsw.gov.au</a> Ph: 132 111

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

**ATTACHMENT E4:**  
**CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION**

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Before completing this form, please ensure that the steps outlined in Attachment D4 have been followed and advice has been sought from the police and/or the relevant child protection agency.

Complainant's name (if other than the child)		Date formal complaint received: / /
Role/status in sport		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	Administrator (volunteer) Athlete/player Coach/Assistant Coach Employee (paid) Official	Parent Spectator Support Personnel Other
Witnesses (if more than three witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action taken (if any)		

Police contacted

Who:

When:

Advice provided:

Child protection agency contacted	Who: When: Advice provided:
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CEO contacted	Who: When:
Police investigation (if any)	Finding:

Child protection agency investigation (if any)	Finding:
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Internal investigation (if any)	Finding:
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Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

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