



## **POLICY – Member Protection Policy**

### **Member Protection Policy - *Part H* - Member Protection Policy - Reporting Forms**

#### **Document Control**

#### **Version Control**

<b>Date</b>	<b>Version</b>	<b>Details</b>	<b>Author</b>
18 <sup>th</sup> November 2014	1		Netball Qld
14 <sup>th</sup> July 2016	2	Insert Brisbane Netball Association Inc instead of Netball QLD	BNA
1 <sup>st</sup> Oct 2018	3	Modified to BNA requirements	Justine Leonard

#### **Approval**

Delegation required for approval: Chairperson

Approving officer:

Name: Sharon Casablanca Position: Chairperson

Signature:  Date: 01/10/2018

#### **Purpose and Background**

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

**ATTACHMENT E1**      ***MPIO's (Member Protection Information Officer)***

***Record of INFORMAL Complaint***

To be used by MPIO's or others who receive a complaint or allegation.

**ATTACHMENT E2**      ***Confidential Record of FORMAL Complaint***

To be used when a formal complaint is received by **Brisbane Netball Association Inc.**

<b>ATTACHMENT E3</b>	<b>Confidential Record of Child Abuse Allegation</b> To be used by MPIO's or others who receive complaint complaints/allegations of child abuse.
<b>ATTACHMENT E4</b>	<b>Record of Mediation</b> To be used by those who conduct mediation.
<b>ATTACHMENT E5</b>	<b>Record of Tribunal Decision</b>
<b>ATTACHMENT E6</b>	<b>Incident Report Form</b>
<b>ATTACHMENT E7</b>	<b>Application to Appeal Form</b>

**General principles to be followed when completing a report of a complaint:**

- Treat all complaints seriously
- Deal with complaints promptly, sensitively and confidentially
- Maintain a calm attitude
- Ask the Complainant if they will consent to you taking notes
- Write the description of the complaint/problem using the Complainants own words (as much as is possible)
- Find out the nature of the relationship between the Complainant and the person complained about (for example, coach/competitor, team members, etc) and if there is any relevant history
- Take a note of the facts and do not pre-judge the situation
- Ask the Complainant whether they fear victimisation or other consequences
- Find out what outcome the Complainant wants and if they need any support
- Ask the Complainant how they want the complaint to be dealt with under the Policy
- Keep the complaint confidential and do not disclose it to another person without the Complainant's consent except if disclosure is required by law (for example, a report to government authorities) or if disclosure is necessary to effectively deal with the complaint



<p>Feelings expressed by complainant: (completing this may help to separate emotional content from facts)</p>	
<p>What they want to happen to fix the issue:</p>	
<p>What information is provided:</p>	
<p>What they are going to do now:</p>	
<p>Completed by:</p>	<p>Name: Position in <b><i>Brisbane Netball Association Inc.</i></b>: Signature: / /</p>
<p>Signed by:</p>	<p>Complainant:  Respondent:</p>

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to the MPIO/relevant personnel of ***Brisbane Netball Association Inc.***



Methods (if any) of attempted informal resolution:	
Support person (if any):	
Formal resolution procedures followed: (outline)	
If investigated: Finding -	
If went to hearing tribunal: Decision -  Action recommended -	
If mediated: Date of mediation - Were both parties present - Terms of Agreement -  Any other action taken -	
If went to appeals tribunal: Decision -  Action recommended -	
Resolution:	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by:	Name: Position in <b><i>Brisbane Netball Association Inc.:</i></b> Signature: / /
Signed by:	Complainant:  Respondent:

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the next level, at the ***Brisbane Netball Association Inc.***



Government agency contacted:	Who: When: Advice provided:
Region/Association President or Secretary or GM contacted:	Who: When:
Police and/or government agency investigation:	Finding:
Internal investigation: (if any)	Finding:
Action taken:	
Completed by:	Name: Position in <b>Brisbane Netball Association Inc.:</b> Signature: / /
Signed by:	Complainant: (if not a child)

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



**ATTACHMENT E4: Record of Mediation**

Present at Mediation:	
Date of mediation:	
Venue of mediation:	
Mediator:	
Summary of mediation: (minutes attached)	
Outcome of mediation:	
Follow-up to occur: (if required)	
Completed by: (signature)	
Signed by: Complainant: (signature)  Respondent: (signature)	

This record and any notes must be kept in a confidential place. A copy should be retained by ***Brisbane Netball Association Inc.***



Methods (if any) of attempted informal resolution:	
Support person: (if any)	
Hearings Tribunal Members:	
Hearings Tribunal Date and venue:	
Hearings Tribunal Decision: (attach report)	
Action recommended and any follow up report required:	
Decision Appealed: Date of Appeal lodged:	
Appeal Hearing Date:	
Appeal Decision: (attach report)	
Action Recommended:	
Completed by:	Name: Position in <b>Brisbane Netball Association Inc.:</b> Signature: / /
Signed by:	Complainant: Respondent:

This record and any notes must be kept in a confidential place. A copy should be retained by **Brisbane Netball Association Inc.** (whatever level the complaint was made).

**ATTACHMENT E6: Incident Report Form**

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

Date: \_\_\_\_\_ Competition: \_\_\_\_\_ Division: \_\_\_\_\_

Teams: \_\_\_\_\_ V \_\_\_\_\_

If the incident is regarding the conduct of a player, please complete the following:

Offending Players Team: \_\_\_\_\_

Offending Players Position: \_\_\_\_\_

Offending Players Name: \_\_\_\_\_

If the incident is regarding the conduct of any other person, please complete the following:

Persons Name: \_\_\_\_\_ Persons District: \_\_\_\_\_

**CHARGE:**

*Please tick appropriate offence. If more than one offence, tick all appropriate boxes.*

<input type="checkbox"/>	Fighting / striking with a clenched fist.	<input type="checkbox"/>	Using abusive, obscene and/or threatening language.
<input type="checkbox"/>	Striking with an open hand.	<input type="checkbox"/>	Striking with a ball or other object.
<input type="checkbox"/>	Kicking / attempting to kick.	<input type="checkbox"/>	Deliberately tripping an opponent.
<input type="checkbox"/>	Attempting to strike with a clenched fist.	<input type="checkbox"/>	Deliberately elbowing.
<input type="checkbox"/>	Racial / discriminatory abuse.	<input type="checkbox"/>	Undue rough play.
<input type="checkbox"/>	Unsporting conduct, including disputing decisions.	<input type="checkbox"/>	Repeated deliberate infringements.

***Please answer the following:***

1. Was a warning given to the player during the game?  Yes  No

2. Was the player suspended for a specified period during the game?  Yes  No

If yes for how long? (e.g. 3 centres, 1 interval) \_\_\_\_\_

3. Was the player ordered off (whole game)?  Yes  No

4. Was the player abusive towards the Official(s) after the game?  Yes  No

5. If the matter is referred to a Disciplinary Hearing, you may be required to appear and give evidence. Will this cause difficulty for you?  Yes  No



**ATTACHMENT E7: Application to Appeal Form**

**Appellant Information**

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

**Contact Details**

Association Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Official Position: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone (b/h): \_\_\_\_\_

Telephone (a/h): \_\_\_\_\_

Mobile: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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Signature: \_\_\_\_\_

Capacity: \_\_\_\_\_

**Related Documents**

***Brisbane Netball Association Inc.*** Member Protection Policy