

## MEMBER PROTECTION GUIDELINES FOR SMALL CLUBS AND ASSOCIATIONS

The purpose of these guidelines is to assist clubs address a range of undesirable behaviours around abuse, discrimination and harassment and to help ensure a fair and safe environment for all of its members.

1. Be aware of what your State and National body requires of you regarding member protection rights and responsibilities – for example sexual harassment, discrimination, child protection –and abide by any lawful policies.
2. If you are an unaffiliated club/association, develop simple guidelines on expected appropriate behaviour for your club. For ideas on what to include in these guidelines visit *Play By The Rules* Fact Sheet and brochure, [Checklist for Preventing Child Abuse](#) and *Aussie Sport Codes of Behaviour*.
3. Decide on the potential consequences for breaches of behaviour. The discipline will depend on the severity of the case, and may involve:
  - apology
  - counselling
  - suspension
  - dismissal
  - any other appropriate actions.
4. Communicate your guidelines to your members:
  - by distributing the *Play By The Rules* fact sheet or brochure with club registrations
  - via newsletters, meetings, functions, posters and/or website
  - by any other appropriate methods.
5. Make sure members know who to go to regarding queries and complaints around inappropriate behaviour, for example:
  - a friend or parent
  - nominated club official
  - the National or State association
  - the Department for Recreation and Sport
  - the Australian Sports Commission
  - the Equal Opportunity Commission /Anti Discrimination Board
6. Appoint a member of your board or committee to receive complaints and ensure that:
  - the complaint is kept confidential
  - the matter is treated seriously
  - action is taken quickly
  - appropriate assistance and advice is sought to deal with the complaint.

*Remember - the respondent (person who is complained about) should have the opportunity to be informed of and respond to any allegations of complaint about them before a final decision is made.*

7. Assistance with how to receive and handle complaints is available from the:
  - State Department of Sport and Recreation

- Australian Sports Commission
  - Equal Opportunity Commission / Anti-Discrimination Board
- (For contact details see "Help Desk")*

If the complaint requires investigation and/or assistance with resolution, these organisations will put your club in contact with a Contact Officer from the Australian Sports Commission's Contact Officer Network.

8. At any stage, the complainant may put a written complaint to an external organisation for mediation such as the:
  - National or State Association
  - WA Department of Sport and Recreation
  - Equal Opportunity Commission / Anti-Discrimination Board

*(For contact details see "Help Desk")*