

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")