

# **East Fremantle Lacrosse Club Inc.**

## **MEMBER PROTECTION POLICY**

**VERSION 1.00**

**25 January 2012 - Current**

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## MEMBER PROTECTION POLICY

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### 1. Introduction

The primary mission of the East Fremantle Lacrosse Club Inc (Club) is to promote interest and participation in the game of lacrosse within the East Fremantle area and surrounds.

The purpose of the Club is to develop athletes who are committed to achieving excellence in the on the field, within our club and in the community and to provide logistical, volunteer, and monetary support for the East Fremantle Lacrosse Club facilities and the lacrosse coaching staff as they develop our players

The Club has an objective to raise funds from sponsorship and receive contributions by way of fees levied against each player in order to allocate monies in support of our players, coaches, and operations of the programs designed to increase membership by way of participation within the East Fremantle area, community and surrounds.

### 2. Purpose of Our Policy

The main objective of our Member Protection Policy (**Policy**) is to maintain responsible behaviour and the making of informed decisions by participants in this Club. It outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our Policy informs everyone involved in our Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required. It also covers the care and protection of children participating in our Club's activities.

### 3. Who Our Policy Applies To

Our Policy applies to everyone involved in the Club including committee members, administrators, coaches, officials (umpires and referees), players, parents and spectators.

### 4. Extent of Our Policy

Our Policy covers unfair decisions (e.g. team selection) and actions, breaches of our code of conduct and behaviour that occurs at practice, in the clubrooms, at social events organised or sanctioned by the Club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our Club or sport into disrepute or there is suspicion of harm towards a child or young person.

## 5. Club Responsibilities

We will:

- implement and comply with our Policy;
- promote our Policy to everyone involved in our Club;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our Policy promptly, fairly, and confidentially;
- review this Policy every 12-18 months; and
- seek advice from and refer serious issues to Lacrosse WA (**LWA**) or Australian Lacrosse Association (**ALA**).

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that LWA or ALA request to be referred to them.

## 6. Individual Responsibilities

Everyone associated with our Club must:

- comply with the standards of behaviour outlined in our Policy;
- treat others with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this Policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

## 7. Protection of Children

### 7.1 Child Protection

Child abuse involves conduct which puts children at risk of harm and takes a number of different forms including:

- Physical abuse – e.g. deliberately hurting (hitting, punching), providing alcohol or drugs, training that exceeds child's development or maturity
- Sexual abuse – e.g. sexual acts or threats, inappropriate touching or conversations
- Emotional abuse – e.g. ill-treating by threats, humiliation, intimidation
- Neglect – e.g. not providing child with basic necessities (food, drink, clothing), failing to protect a child from foreseeable risk of harm or injury.

Abuse, is usually against the law. We will take measures to protect children involved in our Club from harm. We will do this by:

- Responding to all reports of abuse promptly, seriously and confidentially;
- Complying with Western Australian child protection laws and working with children check requirements (see attachment 1);
- Carefully selecting and screening people over the age of 16 years who will have regular supervisory contact with children;

- Promoting and enforcing our codes of conduct, particularly for roles associated with children;
- Making information about child protection available, particularly for roles associated with children; and
- Adopting practices that provide the maximum opportunity for a child safe environment.

Anyone who reasonably suspects that a child has been or is being abused must report their concerns to the police or relevant government agency. Advise the Club President that you have reported your concerns.

## **7.2 Supervision**

Members under the age of 18 must be supervised at all times by a responsible adult. Our Club will provide a level of supervision adequate and relative to the members' age, maturity, capabilities, level of experience, nature of activity and nature of venue. If a member finds a member under the age of 18 is unsupervised, they should assume responsibility for the member's safety until the parent/guardian or supervisor can be found.

Parents must turn up on time to collect their child for reasons of courtesy and safety. If it appears a member will be left alone at the end of a training session with just one child, they will ask another member to stay until the child is collected.

## **7.3 Taking Images of Children**

Images of children can be used inappropriately or illegally. The Club requires that members, wherever possible, obtain permission from a child's parent/guardian before taking an image of a child that is not their own and ensure that the parent knows the way the image will be used. We also require the privacy of others to be respected and disallow the use of camera phones, videos and cameras inside changing areas, showers and toilets.

If the Club uses an image of a child it will avoid naming or identifying the child or it will, wherever possible, avoid using both the first name and surname. We will not display personal information such as residential address, email address or telephone numbers without gaining consent from the parent/guardian. We will only use appropriate images of a child, relevant to our sport and ensure that the child is suitably clothed in a manner that promotes the sport, displays its successes, etc.

## **8. Anti-harassment, Discrimination and Bullying**

Our Club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phone and computers. Some forms of harassment, discrimination and bullying are

against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our Club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the Club (see Responding to Complaints).

## **9. Inclusive practices**

Our Club is welcoming and we will seek to include members from all areas of our community.

### **9.1 People from diverse cultures**

We will support and respect people from diverse cultures and religions to participate in our Club and where possible will accommodate requests for flexibility (e.g. modifications to uniforms).

### **9.2 Sexual & Gender Identity**

All people, regardless of their sexuality, are welcome at our Club. We strive to provide a safe environment for participation and will take action over any homophobic behaviour.

### **9.3 Pregnancy**

Pregnant women should be aware that their own health and wellbeing, and that of their unborn children, should be of utmost importance in their decision making about the way they participate in our sport. We recommend pregnant women to consult with their medical advisers, make themselves aware of the facts about pregnancy in sport, and ensure that they make informed decisions about participation.

### **9.4 Girls playing in boys teams**

If there is not a separate sex competition, our Club will support girls playing in boys teams and vice versa up until the age of 13 years. After this age our Club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

### **9.5 Boys playing in girls teams**

If there is not a separate sex competition, our Club will support boys playing in girls teams and vice versa up until the age of 12 years. After this age our Club will consider each request on an individual basis including looking at the nature of our sport and other opportunities to compete.

## **10. Responding to Complaints**

### **10.1 Complaints**

Our Club takes all complaints about on and off-field behaviour seriously. Our Club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;
- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

More serious complaints may be escalated to LWA or ALA as required.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our Club will need to report the behaviour to the police and/or relevant government authority.

### **10.2 Complaint Handling Process**

When a complaint is received by our Club, the person receiving the complaint will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the Club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to LWA or ALA; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to LWA or ALA and an investigation is conducted, the Club will:

- co-operate fully;
- ensure the complainant and respondent are not victimised;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the respondent(s); and
- act on LWA or ALA's recommendations.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

### **10.3 Disciplinary Measures**

Our Club will take disciplinary action against anyone found to have breached our Policy or made false and malicious allegations. Any disciplinary measure imposed under our Policy must:

- Be applied consistent with any contractual and employment rules and requirements;
- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our Club;
- suspension or termination of membership, participation or engagement in a role or activity;
- de-registration of accreditation for a period of time or permanently;
- a fine; or
- any other form of discipline that our Club considers reasonable and appropriate.

### **10.4 Appeals**

The complainant or respondent can lodge one appeal against decisions of or disciplinary measures imposed by our Club to a Special General Meeting (see clause 24 of our Constitution). Appeals must be based on either a denial of natural justice, because of unjust or unreasonable disciplinary measure(s) being imposed, or on the grounds that the decision was not supported by the information/evidence presented and available to the decision maker/Club.

### Attachment 1.1: MEMBER PROTECTION DECLARATION

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The East Fremantle Lacrosse Club Inc. (**Club**) has a duty of care to all those associated with our Club. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I ..... (name) of  
.....  
..... (address) born ...../...../.....

sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
3. 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.
4. To my knowledge there is no other matter that the Club may consider to constitute a risk to its members, volunteers, athletes or reputation by engaging me.
5. I will notify the President of the Club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

This declaration is true and I know that it is an offence to make a declaration knowing that it is false in a material particular.

This declaration is made under the )  
*Oaths, Affidavits and Statutory Declarations* )  
*Act 2005 (WA)* at )  
on day of )

in the presence of -

.....  
Signature of authorised witness

.....  
Name of authorised witness

.....  
Qualification of authorised witness

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#### Parent/Guardian Consent (in respect of a person under the age of 18 years)

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 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS**

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The Working With Children Check (“WWC Check”) is a compulsory and rigorous criminal record check for certain people who carry out ‘child-related work’ in Western Australia (WA). The *Working with Children (Criminal Record Checking) Act 2004* (the Act) aims to protect children from harm by providing a high standard of compulsory national criminal record check for people wishing to work in paid or unpaid child-related work or volunteer child-related work in WA.

### **“Child-Related Work”**

Some examples of ‘child-related work’ within the East Fremantle Lacrosse Club Inc. (**Club**) include:

- coaching junior teams or teams comprising predominately junior players;
- support staff of junior teams or teams comprising predominately junior players, including managers whose usual duties involve, or are likely to involve, contact with a child;
- people officiating junior teams or teams comprising predominately junior players;
- canteen staff who whose usual duties of work involve, or are likely to involve, contact with children;
- people billeting children from regional, interstate or international visiting teams;
- people in Board positions, whose usual duties of work involve, or are likely to involve, contact with
- children;
- Grounds staff who work during events or activities that involve children, and whose usual duties involve or are likely to involve contact with children;
- Students on placement doing ‘child-related work’, such as coaching in the Club or working in holiday programs;
- Interstate or international coaches / trainers or support staff working in ‘child-related work’ in Western Australia for more than 2 weeks in any period of 12 months.

### **Exemptions**

There are other exemptions, such as

- Volunteers under the age of 18 years of age;
- Parents volunteering at a Club in which their child is involved in or is ordinarily involved in some or all of the activities of the Club (this exemption does not apply to volunteer parents attending overnight camps);
- Short term visitors to WA carrying out ‘child-related work’ for 2 weeks after their arrival, and for no more than 2 weeks in any period of 12 months.

### **Five Day Defence**

If you undertake child-related work on no more than 5 days in a calendar year may choose whether or not to apply for a WWC Check. This is often called the ‘5 day threshold’ and provides flexibility for unexpected work. It may be a ‘defence’ under

the WWC legislation to a possible charge, of not having a WWC Check when in child-related work, for no more than 5 days in a calendar year.

### **Cost of WWC Check**

The cost of the WWC Check is \$10 for volunteers and other unpaid people, such as students on placement. This fee is heavily subsidised by the Government and will be paid by the Club (to a maximum of 10 per year, or any higher amount to be determined from time to time by the Club).

### **How to apply for the WWC Check**

The WWC Check application form is available at authorised Australia Post Outlets throughout the State. A list of participating Australia Post outlets can be found at [www.auspost.com.au/workingwithchildren](http://www.auspost.com.au/workingwithchildren).

An application for a WWC Check must be made in person.

When lodging the application, you will need to present sufficient documents to meet 100 points identification criteria. Identifying documents can include either a passport or birth certificate. It is important that the documents used contain your current address details and a photograph.

Accurate identifying information is essential to make sure the criminal history check is done for the correct person.

Applications for WWC Checks must be co-signed by a representative of the Club before being lodged at Australia Post. This is required by the Act to certify that the applicant will be employed in child-related work. The representative who signs the application form will receive any related correspondence about the application.

If you require assistance please contact the Club President, Deputy President or Vice Presidents.

### **Outcome**

You will be issued with either:

- An Assessment Notice in the form of a WWC Check Card enabling you to be in all types of child-related work for three years unless there are new offences of concern.
- An Interim Negative Notice, which prohibits you from child-related work until a final decision is made on your application.
- A Negative Notice, which prohibits you from carrying out child-related work (including voluntary work).

The Club (if the Club signed the WWC application form) will receive a copy of the outcome of the WWC Check application, but will not be given information about your criminal record if you have one.

## Summary

It is an offence for the Club to engage people in child –related work without a WWC Check Card. It is also an offence for you to carry out child-related work without doing so. The Act provides a five day grace period in most cases to provide reasonable flexibility and allow for unforeseen circumstances.

For more information:

- Ask: Club President, Deputy President or Vice Presidents
- Call: 1800 883 979 (toll free); or
- Visit: [www.checkwwc.wa.gov.au](http://www.checkwwc.wa.gov.au)

## **Attachment 2: CODES OF CONDUCT**

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### **East Fremantle Lacrosse Club General Code of Conduct**

The East Fremantle Lacrosse Club prides itself on all of its members conducting themselves in a professional manner both on and off the field of Lacrosse.

In order to ensure the high standard of the East Fremantle Lacrosse Club, all members are required to comply with the East Fremantle Lacrosse Club's General Code of Conduct in regard to your conduct during any activity held or sanctioned by the East Fremantle Lacrosse Club, the Western Australian Lacrosse Association, Lacrosse Australia and all other affiliated clubs. It is expected of you as a member of the East Fremantle Lacrosse Club that you will:

1. Respect the rights, dignity and worth of others especially in relation to the ethnicity or sex of others.
2. Be fair, considerate and honest in all dealing with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to the standards, rules, regulations and policies of the East Fremantle Lacrosse Club, Western Australian Lacrosse Association and Lacrosse Australia.
6. Operate within the rules of the sport including national and international guidelines which govern the East Fremantle Lacrosse Club.
7. Do not use your involvement with the East Fremantle Lacrosse Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of the East Fremantle Lacrosse Club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring the East Fremantle Lacrosse Club into disrepute.
12. Provide a safe environment for the conduct of the sport of Lacrosse or any sanctioned event.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this Code of Conduct.

### **East Fremantle Lacrosse Club Coach Code of Behaviour**

In addition to the East Fremantle Lacrosse Club's General Code of Conduct, all Coaches of the East Fremantle Lacrosse Club are expected to conduct themselves in a professional manner at all times. As a leader of a team and important representative of the club, you must meet the following requirements in regard to

your conduct during any activity held or sanctioned by the East Fremantle Lacrosse Club and in your role as a coach appointed by the East Fremantle Lacrosse Club:

1. Do not tolerate acts of aggression.
2. Provide feedback to players and other participants in a manner sensitive to their needs. Avoid overly negative feedback.
3. Recognise players' rights to consult with other coaches and advisers.
4. Cooperate fully with other specialists (for example, sports scientists, doctors and physiotherapists).
5. Treat all players fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
6. Encourage and facilitate players' independence and responsibility for their own behaviour, performance, decisions and actions.
7. Involve the players in decisions that affect them.
8. Encourage players to respect one another and to expect respect for their worth as individuals regardless of their level of play.
9. Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the players.
10. Ensure any physical contact with players is appropriate to the situation and necessary for the player's skill development.
11. Be acutely aware of the power that you as a coach develop with your players in the coaching relationship and avoid any sexual intimacy with players that could develop as a result.
12. Avoid situations with your players that could be construed as compromising.
13. Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances.
14. Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your players.
15. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
16. Know and abide by rules, regulations and standards, and encourage players to do likewise. Accept both the letter and the spirit of the rules.
17. Be honest and ensure that qualifications are not misrepresented.

### **East Fremantle Lacrosse Club Official Code of Behaviour**

In addition to the East Fremantle Lacrosse Club's General Code of Conduct, officials of the East Fremantle Lacrosse Club must meet the following requirements in regard to your conduct during any activity held or sanctioned by the East Fremantle Lacrosse Club and in your role as an official appointed by the East Fremantle Lacrosse Club:

1. Place the safety and welfare of the players/participants above all else.
2. Accept responsibility for all actions taken.
3. Be impartial.
4. Avoid any situation which may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.
6. Value the individual in sport.

## **East Fremantle Lacrosse Club Player Code of Behaviour**

In addition to the East Fremantle Lacrosse Club's General Code of Conduct, all players must meet the following requirements in regard to your conduct during any activity held or sanctioned by the East Fremantle Lacrosse Club and in your role as a player/participant in any activity held by or under the auspices of the East Fremantle Lacrosse Club:

1. Respect the rights, dignity and worth of fellow players, coaches, officials and spectators.
2. Do not tolerate acts of aggression.
3. Respect the talent, potential and development of fellow players and competitors.
4. Care for and respect the equipment provided to you as part of your program.
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
6. At all times avoid intimate relationships with your coach.
7. Conduct yourself in a professional manner relating to language, temper and punctuality.
8. Maintain high personal behaviour standards at all times.
9. Abide by the rules and respect the decision of the official, making all appeals through the formal process and respecting the final decision.
10. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
11. Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

## **East Fremantle Lacrosse Club Parents and Guardian Code of Behaviour**

In addition to the East Fremantle Lacrosse Club's General Code of Conduct, all parent and guardians of a player or participant in any activity held by or under the auspices of the East Fremantle Lacrosse Club have a critical role in maintaining the high standards of the East Fremantle Lacrosse Club. All parents and guardians you must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the rights, dignity and worth of others.
2. Remember that your child participates in sport for their own enjoyment, not yours.
3. Focus on your child's efforts and performance rather than winning or losing.
4. Never ridicule or yell at your child and other children for making a mistake or losing a competition.
5. Show appreciation for good performance and skilful plays by all players (including opposing players).
6. Demonstrate a high degree of individual responsibility especially when dealing with or in the vicinity of persons under 18 years of age, as your words and actions are an example.
7. Respect officials' decisions and teach children to do likewise.

8. Do not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
9. Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
10. Be a positive role model.
11. Understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.

### **East Fremantle Lacrosse Club Spectator Code of Behaviour**

In addition to the East Fremantle Lacrosse Club's General Code of Conduct , as a spectator in any activity held by or under the auspices of the East Fremantle Lacrosse Club, all spectators must meet the following requirements in regard to your conduct during any such activity or event:

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.



Description of alleged issue	
<p>Nature of complaint (category/basis/grounds)</p> <p>Can tick more than one box</p>	<p><input type="checkbox"/> Harassment or      <input type="checkbox"/> Discrimination</p> <p><input type="checkbox"/> Sexual/sexist      <input type="checkbox"/> Selection dispute      <input type="checkbox"/></p> <p>Coaching methods</p> <p><input type="checkbox"/> Sexuality      <input type="checkbox"/> Personality clash      <input type="checkbox"/> Verbal abuse</p> <p><input type="checkbox"/> Race      <input type="checkbox"/> Bullying      <input type="checkbox"/> Physical abuse</p> <p><input type="checkbox"/> Religion      <input type="checkbox"/> Disability      <input type="checkbox"/> Victimisation</p> <p><input type="checkbox"/> Pregnancy      <input type="checkbox"/> Child Abuse      <input type="checkbox"/> Unfair decision</p> <p><input type="checkbox"/> Other</p> <p>.....</p>
What they want to happen to fix issue	
Information provided to them	

Resolution and/or action taken	
Follow-up action	