



## ANTI-HARASSMENT AND GRIEVANCE POLICY

Oakdale Phoenix Netball Club is committed to providing its players, umpires, coaches, spectators, parents and committee members with a safe environment that is free from inappropriate behaviour and will take all reasonable steps to minimise any form of harassment or bullying.

Allegations and incidents of harassment and bullying can often be most effectively resolved if they are dealt with at an early stage, rather than left until the matter has become serious and attitudes entrenched. Therefore, Oakdale Phoenix Netball Club encourages all players, umpires, coaches, spectators, parents and committee members to report all instances of harassment or bullying as soon as they occur.

To assist with the resolution of issues of harassment or bullying Oakdale Phoenix Netball Club provides players, umpires, coaches, spectators, parents and committee members' access to both formal and informal resolution procedures. The procedures are set out within this policy document.

This policy is separated into six sections: Players, Coaches, Parents and Spectators, Officials and Umpires and the informal and formal resolution processes.

The policy outlines the conduct expected, the administration in enforcing the policy, penalties for breach and the informal and formal resolution process.

### Players

Players at all times should adhere to the following code of conduct.

1. Players are not to make overly verbal or animated objections to an umpire's decision.
2. Players are not to disrupt or hinder the flow of the game in objecting to an umpire's decision.
3. Players are to address any complaint or queries about an umpire's decision through their team captain or coach and only during a time-out or quarter or half time break.
4. Players are not to make statements of an abusive nature towards an umpire, the nature of which includes but is not limited to:
  - Performance or competence of umpire or partner;
  - Racial discrimination;
  - Gender or sexuality based remarks;
  - Perceived bias of an umpire towards an opposing team
5. Players are not to use audible obscenities, which can be heard by other players, spectators or officials.

### Administration and Enforcement Procedures

For a minor breach of the players' code of conduct the Umpires should follow the outlined procedure in order to administer the penalty.

- Warn the player of his/her breach of the code;
- Advise the player's coach of the warning;
- Advise the other umpire of the warning;
- Upon a repeat offence the penalty should be invoked;

Where the general conduct of a number of players in the team is not satisfactory the umpire may issue a warning to the entire team.

### Coaches

Coaches at all times should adhere to the following code of conduct.

1. Coaches are not to make overly verbal or animated objections to an umpire's decision.
2. Coaches are to refrain from asking questions or making comments to an umpire whilst play is in progress or during short stoppages in play. This includes but is not limited to:

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- A throw-in resulting from a violation, foul or other occurrence;
  - During the administration of free throws;
  - During a stoppage in play for substitutions;
3. Coaches are to direct questions to umpires only during quarter and half-time breaks.
4. Coaches are to limit their questioning of Umpire's to either Rules or Bylaw interpretations.
5. If a coach is not satisfied with a ruling he/she may seek clarification with the NSA Stadium Official but he/she may not stay and argue the point with the umpire's.
6. Coaches are not to make statements of an abusive nature towards an umpire the nature of which includes but is not limited to,
- Performance or competence of umpire;
  - Racial Discrimination;
  - Gender or sexuality based remarks;
  - Perceived bias of an umpire towards an opposing team;
7. Coaches are not to use audible obscenities, which can be heard by other players, spectators or officials.
8. Coaches are to adhere to and assist an umpire's request to address the conduct of his/her players and spectators. (In the case of spectators, the coach shall not be penalised if he/she attempts to but is unable to control the spectators' behaviour. In this case, the assistance of the Umpire Supervisor should be sought).

### **Administration and Enforcement Procedures**

For a minor breach of the coaches' code of conduct the Umpires should follow the outlined procedure in order for administering the penalty.

- Warn the coach of his/her breach of the code;
- Advise the other umpire of the warning;
- Upon a second offence a penalty shall be invoked;

### **Spectators and Parents**

Spectators and parents should at all times adhere to the following 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;
- Respect the decisions of officials and teach young people to do the same;
- Never ridicule or scold a young player or umpire for making a mistake;
- Condemn the use of violence in any form, whether it is by spectators, coaches, officials or players;
- Show respect for your team's opponents;
- 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.

### **Enforcement Procedures**

For any breach of the spectators' code of conduct the umpires should follow the outlined procedure.

- Inform the coach of the spectator's team of the breach and ask the coach to address the behaviour. (The coach is required to comply with this request, however if attempts are unsuccessful then assistance is to be sought from an NSA Stadium Official)
- On a second offence the umpire is to stop the game and seek assistance from the appropriate NSA Stadium Official.
- The NSA Stadium Official should issue a warning to the spectator and make them aware of the code of conduct to which they must adhere.
- The NSA Stadium Official shall then monitor the behaviour of the spectator and if the conduct does not improve request that the spectator leave NSA Stadium.
- If the spectator refuses to leave the NSA Stadium Official may call the police to have the person removed.

In games, the clock shall stop whilst the umpire deals with spectator problems. Once the NSA Stadium Official has assumed responsibility for the spectator the game should recommence.

### **Umpire/Official**

Umpires and officials should at all times adhere to the following Code of Conduct.

- At all times co-operate with coaches, scorers and NSA Stadium Officials to ensure that the game runs smoothly;
- Treat all players, coaches and other officials with the same respect and courtesy that you expect;
- Refrain from using bad language at all times on and off the court;
- Encourage and commend good behaviour and sportsmanship;
- Do not allow bad behaviour to go un-noticed;
- Use common sense and reason when applying policies;
- If approached by a coach for clarification on a decision or ruling then provide the coach with a clear and honest answer;
- If an umpire cannot give a clear answer to the question he/she must make every effort to obtain the answer;
- Refrain from commenting on the performance or competence of players or coaches;
- Do not condone or become involved in any form of racial discrimination;
- Refrain from making gender or sexuality based remarks;
- Umpires are required to arrive on time for games; in correct uniform; and in an appropriate condition to conduct their duties and represent the Association.

### **Disciplinary actions for non-compliance**

If umpires fail to adhere to the code of conduct, this will be first addressed by the NSA Stadium Official and if required, referred to Netball SA for disciplinary action.

### **Informal Resolution Process**

Using the informal resolution process, the complainant, either directly or through the Club Secretary, may approach the individual who is the subject of the complaint requesting that the offending behaviour stop. Alternatively, any other player, umpire, coach, spectator, parent and committee member who observes unacceptable conduct occurring may take independent action even though no complaint has been made.

If the complainant consents, a mediation meeting may be organised where an independent party will assist to resolve the issue(s). The basic principles behind the informal resolution process are that:

- Participation is voluntary;
- Both parties are required to be committed to resolving the issue;
- The focus is placed on the behaviour that is of concern rather than on the individual responsible for the behaviour;
- A no-blame approach is used which attempts to change the behaviour rather than disciplining the individual responsible; and
- The individuals are responsible for their own behaviour and discussing how the situation may be resolved.

Where an issue is resolved informally, no written records will be kept and no disciplinary action will be taken against the alleged harasser/bully.

If the complainant is not satisfied with the outcome of the informal resolution process, the complainant may wish to proceed with the formal resolution process or seek a remedy through an external party.

### **Formal Resolution Process**

If informal attempts have been unsuccessful, or if the behaviour is too serious to be dealt with using the informal resolution process, a complainant may lodge a formal complaint. On receipt of a written formal complaint and if the matter is deemed to warrant further action, Oakdale Phoenix Netball Club will conduct an impartial and confidential investigation of the complaint to establish the facts.

The investigation will involve interviewing the person allegedly responsible for the harassment or bullying, who will be offered the opportunity to respond to the allegations made against them. Any other person(s) who may have been involved or who may have witnessed the incident(s) will also be interviewed as part of the investigation.

During any meetings or discussions, all parties will have the right to be represented or accompanied by a person of their choosing such as a family member, friend or any other person of their choosing.

Throughout this process, Oakdale Phoenix Netball Club may consider the transfer or suspension of the alleged harasser/bully, pending the outcome of the investigation. If the complainant and the alleged harasser/bully are

required to remain playing, coaching, umpiring etc. together, steps will be taken in order to ensure that neither party experiences difficulties because of the complaint.

Following the investigation, the person who has made the complaint will be informed of what action (if any) is going to be taken by Oakdale Phoenix Netball Club and the reasons for such action or lack of action being taken.

Should the alleged harasser/bully accused of the harassment or bullying be found guilty, they may be subject to disciplinary action, including.

- A verbal warning;
- A written warning;
- A final written warning;
- Suspension;
- Dismissal.

In instances where the complaint is not substantiated, a record of the complaint will be given to all parties with written report attached, clearly outlining the findings of the investigation and the verdict reached. All parties shall have the right to appeal the finding.

If a complainant is not comfortable approaching the Club Secretary or other nominated representative of Oakdale Phoenix Netball Club with a complaint of harassment or bullying, or if they are not satisfied with the way the Oakdale Phoenix Netball Club has handled their complaint they have the right to refer the matter to an external party for resolution.

Reports of this nature are to be dealt with on a case-by-case basis, and will not be automatically raised at Committee Meetings. This is due to the sensitive issues that can be contained in the complaint.

This policy is reviewed annually by the Committee of Oakdale Phoenix Netball Club.

Endorsed by the Committee of Oakdale Phoenix Netball Club.

Signed:

Date:

Reviewed August 2014