

***HANDBALL WEST***  
***MEMBER PROTECTION POLICY***



**VERSION 1**

***CREATED AND ENDORSED***

***AUGUST 2015***

**POLICY**

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One	July 2015	September 2015	Endorsed at AGM
Two			

# MEMBER PROTECTION POLICY

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## 1. Introduction

Handball West (the 'Association') is the governing body of the sport of Handball in Western Australia ('WA'), and a member association of the Australian Handball Federation ('AHF'). We seek to promote the sport of Handball in WA, and to always operate in the spirit of the sport, promoting fair play over winning at any cost.

## 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 association. It supplements the AHF National Member Protection Policy ('AHF Policy'), endorsed by the AHF Board November 2010 (as amended from time to time).

It confirms our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. The AHF Policy and this Policy informs everyone involved in our association of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

This Policy has been endorsed by the Handball West Committee and has been incorporated into our Constitution.

## 3. Who Our Policy Applies To

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

## 4. Extent of Our Policy

This Policy supplements the AHF Policy, and outlines those areas which are unique to WA or relevant only to our association and members. This includes WA specific requirements relating to Working with Children, disputes resolution at the local and state level, a communications policy for our association and a concussion management policy.

## 5. Association Responsibilities

We will:

- implement and comply with our Policy;
- promote our Policy to everyone involved in our association;
- promote and model appropriate standards of behaviour at all times;
- respond to breaches or complaints made under our Policy promptly, fairly, and confidentially, or refer to the AHF as/if required;
- review this Policy every 12-18 months; and
- seek advice from and refer serious issues to the AHF

Serious issues include, but are not limited to, 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 our national body request to be referred to them.

## 6. Individual Responsibilities

Everyone associated with our association must:

- comply with the standards of behaviour outlined in our Policy and the AHF 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 the AHF Policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment or other inappropriate behaviour.

## **7. AHF National Member Protection Policy**

The Association is bound by the AHF Policy endorsed by the AHF Board in November 2010 (as amended from time to time), including all its clauses and attachments.

The AHF Policy works towards maintaining ethical and informed decision-making and responsible behaviours within our sport. The AHF Policy attachments outline the procedures that support the commitment to eliminating discrimination, harassment, child abuse and other forms of inappropriate behaviour from our sport. As part of this commitment, the AHF will take disciplinary action against any person or organisation bound by the AHF policy if they breach it. The AHF policy has been endorsed by the AHF Board and has been incorporated into their By-Laws.

The AHF Policy outlines the policies and procedures as relating to:

- Child Protection
- Taking of Images of Children
- Anti-Discrimination & Harassment
- Sexual Relationships
- Pregnancy
- Gender Identity
- Alcohol Policy
- Smoking Policy
- Cyber Bullying/Safety
- Social Networking Websites Policy
- Complaints Procedures (including Complaints; Improper Complaints & Victimisation; Mediation; Tribunals)
- What breaches the AHF Policy

Where there is a conflict or discrepancy between the AHF Policy and this Policy, the AHF Policy will prevail.

## **8. Handball West Policies and Guidelines**

The following policies and procedures have been endorsed by the Association to supplement the AHF Policy, where there are areas unique to WA or relevant only to our Association, which are not covered within the AHF Policy:

### **8.1 Code of Behaviour**

The Handball West Code of Behaviour confirms our commitment to the Code of Behaviour set out in the AHF Policy, and underlines that we understand misconduct to be any behaviour which breaches the AHF Code of Behaviour.

## **8.2 Working with Children Policy**

The Association is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

The Handball West Working with Children Policy sets out our policy and procedures relating to the Working with Children Check requirement, understanding that the WA laws and regulations require a current Working with Children's check in certain circumstances.

## **8.3 Working with Children Guidelines**

The Association has adopted Working with Children Guidelines, to aid any staff, members and volunteers working with children in our association.

## **8.4 Dispute Resolution Policy**

The Association acknowledges that, per clause 7.1 in the AHF Policy, only matters that relate to or occur at the national level and the most serious cases from club and state level should be referred to the national body. The Handball West Dispute Resolution Policy therefore seeks to provide a policy and procedures for disputes arising at a local and state level which do not warrant escalation to the national body.

## **8.5 Communications Policy**

The Association acknowledges the importance of correct, up-to-date and timely information being available to its Members, and has endorsed a Communications Policy to guide the digital communication provided by the Association.

## **8.6 Concussion Management Policy**

Due to the nature of the sport of handball, which is a contact sport, the Association considers that a Concussion Management Policy is necessary to ensure our Association and its members follow correct and safe procedures in the case of injuries, especially those which (may) lead to a concussion. The Association has therefore endorsed a Concussion Management Policy.

The above policies have been endorsed by the Handball West Executive Committee and incorporated into this policy, as part of the overall Member Protection Policy. Please refer to Attachments 1-5.

## **9. Dictionary**

This Dictionary sets out the meaning of words used in this policy without limiting the ordinary and natural meaning of the words.

**AHF National Member Protection Policy** refers to the policy created and endorsed by the AHF in 2010, as amended from time to time. The latest version was endorsed 15 May 2012 and can be found on the Handball Australia website:

[http://www.handballaustralia.org.au/sites/default/files/Australian%20Handball\\_MPP\\_v2.1%20May%202012\\_0.pdf](http://www.handballaustralia.org.au/sites/default/files/Australian%20Handball_MPP_v2.1%20May%202012_0.pdf)

**Australian Handball Federation** is Australia's governing body for the sport of Handball – for both Beach Handball and the indoor Olympic Handball version.

**Handball West** is the governing body of the sport of Handball in Western Australia.

**Handball West Executive** is the core members of the Handball West Executive Committee, including the President, Vice President, Treasurer and Secretary, and up to four other board members as elected at the Annual General Meeting.

**Member** in this policy refers to a member of Handball West, including all categories of members as outlined in the Handball West Constitution.

**Misconduct** will here be understood as behaviour which breaches the AHF Code of Behaviour set out in the AHF National Member Protection Policy (PART B - ATTACHEMENTS:CODE OF BEHAVIOUR)

## **HANDBALL WEST**

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# **CODE OF BEHAVIOUR**

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Handball West operates within the rules and policies set out by the IHF, AHF and Australian Sports Anti-Doping Authority (ASADA), and seeks to always operate in the spirit of the sport, promoting fair play over winning at any cost.

Handball West is bound by the National Member Protection Policy endorsed by the Australian Handball Federation Board in November 2010 (as amended from time to time), including Part B – Code of Behaviour.

Any member of Handball West, as outlined in the Handball West Constitution, will be bound by the National Member Protection Policy and expected to conduct themselves in a manner aligned with the AHF Code of Behaviour.

Misconduct, understood as behaviour in breach of the AHF Code of Behaviour, can be reported and will be addressed according to the Handball West Dispute Resolution Policy and/or the National Member Protection Policy.

The AHF National Member Protection Policy, Handball West constitution and Handball West policies can be found online at any time, through the Handball Australia and Handball West websites (see below). In addition, the documents can also be requested from the Handball West Secretary.

AHF National Member Protection Policy:

[handballaustralia.org.au/sites/default/files/Australian%20Handball\\_MPP\\_v2.1%20May%202012\\_0.pdf](http://handballaustralia.org.au/sites/default/files/Australian%20Handball_MPP_v2.1%20May%202012_0.pdf)

Handball Australia website: [handballaustralia.org.au/](http://handballaustralia.org.au/)

Handball West website: [handballwest.org.au/](http://handballwest.org.au/)

<b>Version</b>	<b>Date Reviewed</b>	<b>Date Endorsed</b>
One	July 2015	August 2015
Two		

**Working with Children Policy  
for  
Handball West**



<i>Version</i>	<i>Date reviewed</i>	<i>Date endorsed</i>	<i>Content reviewed/purpose</i>
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## **1.0 Purpose**

The purpose of this policy is to supplement the National Member Protection Policy endorsed by the Australian Handball Federation (AHF) in 2010 (as amended from time to time), and to determine the procedures required in Western Australia (WA) in relation to Working with Children.

## **2.0 Working With Children Requirements**

### **2.1 Open Level State and National Competitions**

The following requirements will be placed, by Handball West, on all members and participants in Handball West organised or sanctioned Open Level (all ages) state level or national competitions:

- A valid Working with Children's check (WWCC) will be required by all coaches, team managers, officials and chaperones where a person under the age of 18 is in a team.
- For teams representing WA, the coach, team manager and any officials must have a current (WWCC) if there are any participants in the team/squad who are under 18.
- If such a person does not have a WWCC, they must obtain one should an underage participant join the team. They will not be able to continue coaching until they have applied for and received their WWCC.
- Where Handball West is hosting a national competition, all members of the Handball West Executive (HWE) should hold a current WWCC and one of these members should be present at all times during the competition.
- If a player under the age of 18 joins a club the coach must obtain a WWCC, and must step aside from their role until one has been obtained.

### **2.2 Underage State and National Competitions**

Where HW participates in underage state or national competitions, any coach, team manager, official, or team chaperone will need a current WWCC at the time of their appointment. They will not be able to coach/officiate until they have obtained their WWCC.

### **2.3 Teaching at Schools (including after school/weekend programs)**

All instructors teaching at schools must have a current WWCC at the time of their first session at the school, except where he/she is running a clinic for school teachers who are all over the age of 18.

## **3.0 Obtaining a Working with Children Check**

HW will cover the cost of obtaining a WWCC for any member who requires one for their role. This includes, but is not limited to:

- Team Coaches and Managers
- Game officials
- Handball West Executives during national competitions in WA
- Handball West School instructors

This includes cost of renewal, should the clearance still be required for the role.

Any participant who needs a WWCC and has been deemed unsuitable to hold one (based on the background check) will not be able to hold the designated role.

#### **4.0 Working with Children Check Register**

The HW Secretary will maintain a register of all members who possess a WWCC and their roles within the organisation, along with a copy of each person's WWCC card and their current driver's license.

The Secretary will notify the relevant member when their WWCC needs renewal (if required).

#### **5.0 Dictionary**

This Dictionary sets out the meaning of words used in this policy without limiting the ordinary and natural meaning of the words.

**AHF National Member Protection Policy** refers to the policy created and endorsed by the AHF in 2010, as amended from time to time. The latest version was endorsed 15 May 2012 and can be found on their website:

[http://www.handballaustralia.org.au/sites/default/files/Australian%20Handball MPP v 2.1%20May%202012 0.pdf](http://www.handballaustralia.org.au/sites/default/files/Australian%20Handball%20MPP%20v2.1%20May%202012%200.pdf)

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**Member** in this policy refers to a member of Handball West, including all categories of members as outlined in the Handball West Constitution.

## GUIDELINES FOR WORKING WITH CHILDREN

These guidelines are for coaches and other personnel to protect them from risk and to keep children safe. It is recommended that sporting organisations develop guidelines tailored to the needs and context of their sport.

### Maintain appropriate boundaries

Coaches and other personnel in positions of authority should maintain clear:

#### Physical boundaries

- Use drills to develop fitness, not as a punishment.
- Only use physical contact that is appropriate for the development of a particular skill.
- Work within sight of others at all times.

#### Emotional/verbal boundaries

- Use positive feedback on performance, not negative feedback about the person.
- Be encouraging and avoid put-downs.

#### Social boundaries

- Attend sport-related events such as sponsorship and fundraising events, celebrations and annual meetings but do not socialise with athletes outside sporting functions.

#### Sexual boundaries

- Do not have sexual relationships with athletes you are coaching.
- Do not touch athletes in ways likely to make them feel uncomfortable.

### Minimise physical contact

Generally physical contact with players/ participants should be to:

- develop sport skills
- give sports massage
- treat an injury
- prevent or respond to an injury
- meet the specific requirements of the sport.

All physical contact by personnel should fulfil the following criteria:

- Physical contact should be appropriate for the development of a sport skills.
- Permission from the player/participant should always be sought.
- Player/participants should be congratulated or comforted in public not in an isolated setting.

### Avoid being alone with a child

To protect both yourself and a child from risk:

- Do not isolate yourself and a child and avoid being alone with any particular child.
- If a child approaches you and wants to talk to you privately about a matter, do so in an open area and in the sight of other adults (e.g., other coaches, officials or parents/guardians).
- Before going into change rooms knock or announce that you will be coming in. Try to have at least one adult with you in a change room with children.



## GUIDELINES FOR WORKING WITH CHILDREN

### Maintain control — avoid losing your temper

Adopt positive language and behaviour (e.g., avoid bad or aggressive language that could intimidate a child or set a poor example).

If you find that you regularly lose your temper with children, you should seek support in learning how to manage children's behaviour, or consider whether you have the patience to work with children.

Some ideas to assist with maintaining control include:

- Set up some basic rules at the beginning of the season such as: be nice but firm; be fair; follow instructions; have a go; and no put downs. Make sure children are aware of these rules. 'Nice but firm' avoids creating problems of ambiguity as it makes it clear where an adult stands in relation to the child. Being 'fair' is also important because of the strong message it sends to young, impressionable children.
- Give positive messages.
- Have a 'time out' area for children and young people who are not behaving. This should be simple, such as an agreed 'T' sign with the hands that children know means to go to time out for two minutes.
- Adopt a card system to express concerns with a child's behaviour rather than becoming verbally agitated. For example, a yellow card is a warning, two yellow cards means time out for two minutes, and a red card could mean the child misses the next week's game.

### Make sure parents are clear about collection of their children

Parents need to be responsible for the collection of their children from practice and games. A list of actions that could help include:

- Have a register of parent/guardian emergency contact numbers and make sure coaches/officials have access to a phone.
- Letting children and parents/guardians know practice and game times, when parents/guardians can expect to collect their children, and that it is not your responsibility to transport children home if parents are delayed.
- Asking the second to last child and their parent/guardian to wait with the coach/official and the child.
- Getting parents to collect their children from the club room (e.g., if you have a club room where there will be other people).
- If there are other people at the ground or facility, wait for the parent/guardian closer to those people. In the meantime try to make contact with the parent/guardian.
- Avoid the risk of being alone with a child by having a parent/guardian or support person assist you with the training. Require that person to wait until all children have left.

This information provided by Play by the Rules is not intended as a substitute for legal or other professional advice.

[www.playbytherules.net.au](http://www.playbytherules.net.au)



## GUIDELINES FOR WORKING WITH CHILDREN

### Avoid transporting players/participants

Ideally all players/participants should have their own transportation to and from sporting events. You should only provide transportation when:

- the driver is properly licensed to carry passengers, and
- other players/participants/parents/guardians are in the vehicle, and
- the ride has been approved in writing by parents/guardians, and
- the ride is directly to/from sports or recreational activities.

Signed authorisation by the parents should be sought at the commencement of the season saying that they agree to their child being transported by the relevant person if they are unavailable to provide transport.

You should also call someone and tell them what you are doing and the exact time you are leaving, so that you are accountable for your time.

### Plan for overnight and away trips

Make sure you have appropriate levels of supervision. The general rule of thumb is a minimum of two staff with a ratio of 1:8, although this can vary between 1:12 and 1:4 and depends on a number of other factors. Other considerations include:

- If you are taking a mixed team or all girls group away, there must be at least one woman accompanying the group.
- If there is only going to be one adult accompanying you, the person must not be a relation or a partner.
- At least one adult on the trip should have a current first aid certificate.
- Adults should not share rooms with children.

- Ensure emergency procedures are in place to enable supervising adults to respond to any alarm raised by a child (more than one adult should respond).

Adults attending overnight or away trips should have a police or Working with Children Check (or in Queensland be holders of a current blue card).

### Qualified personnel should attend to injuries

Only personnel who are qualified in administering first aid or treating sports injuries should attempt to treat an injury. Personnel should avoid treating injuries out of sight of others. Other considerations include:

- The comfort level and dignity of the player/participant should always be the priority.
- Only uncover the injured area, or drape something over the private parts of the player/participant.
- Always report to parents any injuries incurred and any treatment provided, and document an incident. Clubs should keep an injury register that will contain basic information about the time and date of the injury, where it occurred, the nature of the injury, the treatment provided and by whom, and whether further medical attention was required or recommended.
- If necessary, seek medical attention as soon as possible or recommend that parents seek medical attention.

It is important to have a blood rules policy and ensure coaches and officials know to remove from a game any child who is bleeding, and to stop the flow of blood before allowing the child to rejoin the activity.

This information provided by Play by the Rules is not intended as a substitute for legal or other professional advice.

[www.playbytherules.net.au](http://www.playbytherules.net.au)



## GUIDELINES FOR WORKING WITH CHILDREN

### Support participants with disabilities

It is important that participants with disabilities have the same opportunities to be involved in sport and recreation activities as able-bodied participants. This may require, where reasonable, the modification of games, equipment and rules. Provision of specialist support, appropriate transport, and training for those assisting with matters such as lifting and toileting, may also be required.

Because participants with disabilities may be more vulnerable to abuse or neglect, clubs and organisations may need to take additional steps to ensure their safety. Advice can be obtained from the relevant disabled sporting association.

### Have clear guidelines for photographing children

It is important that clubs and coaches understand current advice about acquiring and using images of children. Some key points include:

- Do not allow photographers (professional photographers, spectators, fans, coaches or members of the media) unsupervised or individual access to children.
- Ensure you inform the team/athlete and parent/s if you want to photograph or video the athlete/s as a tool to analyse and improve performance. (This practice would need to consider any photographing policy in existence for the sport and if on private property.)
- Obtain the written consent of the parent/guardian and their agreement to be present before approving photo/video sessions outside the event venue or at the home of a child. Where possible, have the photo taken at the event venue.

- If the photographs/videos are to be used generally (e.g., as teaching tools or for some other purpose such as for promotional reasons), obtain the written consent of the parents that the photographs/videos can be used for those purposes.
- Provide details of who to contact within the club or organisation if concerns or complaints of inappropriate photographic behaviour or content are raised.

There are some people who visit sporting events to take inappropriate photographs or video footage of children. You need to be alert to this possibility and report any concerns to a responsible person in your club (e.g., president, secretary or committee person).

These guidelines have been adapted from information from the:

- Child Protection In Sport Unit UK  
[www.thecpsu.org.uk](http://www.thecpsu.org.uk)
- Australian Sports Commission  
[www.ausport.gov.au/ethics/](http://www.ausport.gov.au/ethics/)
- New South Wales Department for Tourism Sport and Recreation  
[www.dtr.nsw.gov.au/children](http://www.dtr.nsw.gov.au/children)

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**Dispute Resolution Policy  
for  
Handball West**



<i>Version</i>	<i>Date reviewed</i>	<i>Date endorsed</i>	<i>Content reviewed/purpose</i>
<i>One</i>	<i>July 2015</i>	<i>August 2015</i>	
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## **1.0 Purpose**

The purpose of this document is to define Handball West's (HW) position and policy relating to resolution of disputes. This policy will supplement the National Member Protection Policy created and endorsed by the Australian Handball Federation (AHF) in 2010 (as amended from time to time), and shall be relevant only to disputes arising as part of Handball West organised games, trainings and other events which do not warrant escalation to the AHF as outlined in their National Member Protection Policy.

## **2.0 Type of disputes**

This policy will be relevant to the disputes arising during or otherwise in connection with trainings, games or events organised or sanctioned by Handball West (not including disputes arising during or otherwise in connection with National events hosted by Handball West which shall be handled as outlined by the AHF National Member Protection Policy).

If a dispute is considered of such severity that it cannot be resolved at the State level it shall immediately be escalated to the AHF and the procedures outlined in Clause 7 (Complaints Procedures) of the AHF National Member Protection Policy will be followed.

## **3.0 Dispute Resolution Committee**

### **3.1 State, Club and School Based**

For disputes at state, club, and school-based levels, the Dispute Resolution Committee (DRC) will consist of the four members of the Handball West Executive (HWE).

Should any member of the HWE be the subject of the dispute, they will be excluded from the DRC for the duration of the resolution process. If two or more of the HWE be unable to sit on the DRC, a Member of Handball West will be nominated by the Chair.

The Handball West President will act as Chairman for the DRC, in his/her absence the Vice President, Treasurer or Secretary will act as Chair.

### **3.2 National Competitions**

For disputes at national competitions hosted by Handball West, the procedures outlined in the AHF National Member Protection Policy will be followed.

## **4.0 Dispute Resolution Process**

### **4.1 Dispute Procedure**

The Dispute Resolution Process detailed below will be followed where disputes are raised and managed by the HWE. Where disputes or complaints warrant direct referral to the AHF, as per the National Member Protection Policy Clause 7.1, the dispute will be forward to the AHF.

#### **4.1.1 Initial Response**

Any disputes can be raised with a member of the HWE. If the dispute cannot be resolved between the person who raised the complaint (complainant) and the subject of the complaint at the time, the dispute will be referred to the DRC.

#### **4.1.2 Further action**

If the dispute was not resolved at the time of complaint, the DRC will arrange a meeting to discuss and make decisions on the outcome of the dispute. The timeframe of the resolution process will be determined based on the severity of the incident and potential impact on competition(s) (e.g. delay to further matches due to waiting on DRC outcome).

**NOTE:** The DRC will accept testimony from the complainant(s), the person(s) the subject of the dispute, any officials involved in the incident, and any relevant witnesses to the incident.

After accepting testimony, the DRC will decide on the outcome of the dispute. If the decision is not unanimous, a majority is required. Should there be a tie in the determination of the outcome, the Chairman shall decide on the outcome.

## **5.0 Powers of the Dispute Resolution Committee**

The extent of the powers of the DRC will be based on membership of the subjects of the dispute (WA membership or otherwise), and the level of competition (school based, state based, or national).

### **5.1 School Based Competition**

For school based competitions, the DRC will have the power to exclude the following participants from further matches in the competition:

- Players and Coaches
- Officials
- Spectators

Teachers (or guardians who have duty of care over the students) will not be able to be excluded from the competition.

### **5.2 State/Club Based Competition**

For state-based competitions, the DRC will have the power to exclude players, officials, coaches and spectators from training sessions or matches.

In severe cases, memberships can be revoked as per Clause 9 of the Handball West Constitution.

If the DRC believes the misconduct is of such severity that a referral to the AHF is required, the complaint/dispute will be referred to the AHF as per Clause 7 of the National Member Protection Policy.

## 5.3 National Competitions

For disputes at national competitions hosted by Handball West, the procedures outlined in the AHF National Member Protection Policy will be followed.

## 6.0 Appeals

### 6.1 Timeframe

Once an outcome of a dispute is announced, a time frame will be established for appeal by the DRC depending on the type of training, game or event during which the dispute occurred, up to a maximum of 7 days.

### 6.2 Review

If the decision is appealed, the DRC will reconvene to discuss the matter again. Evidence provided during the first DRC meeting may be reconsidered, if available. At the end of this process, the dispute resolution outcome will either be upheld, or revised.

If the second review is appealed, the matter will be referred to AHF and the procedures outlined in Clause 7 of the AHF National Member Protection Policy will be followed.

## 7.0 Dictionary

This Dictionary sets out the meaning of words used in this policy without limiting the ordinary and natural meaning of the words.

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## **HANDBALL WEST**

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# **COMMUNICATIONS POLICY**

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### **OUR COMMITMENT**

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

### **WHAT WE WILL DO**

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

The Handball West Executive Committee will provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

### **Website**

- Our website may include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

### **SMS and email**

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will where necessary or appropriate be directed through their parents.

### **Social media websites**

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.

- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No inappropriate personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

### **WHAT WE ASK YOU TO DO**

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

Electronic communication:

- should be restricted to matters relating to Handball West, including trainings, games and events hosted or sanctioned by Handball West (including those organised by affiliated clubs and teams).
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the club into disrepute.

Coaches and others who work with children and young people must where necessary or appropriate direct electronic communication through the child's parents.

### **NON-COMPLIANCE**

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in the National Member Protection Policy created and endorsed by the Australian Handball Federation in November 2010 (as amended from time to time).

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



## **Concussion Management Policy for Handball West**

This policy has been developed to assist Handball West members, including the Handball West Executive Committee, manage incidents occurring during trainings or games organised or sanctioned by Handball West which may lead to concussion.

Concussion refers to a disturbance in brain function that results from trauma to the brain. Usually the changes are temporary and the majority of players recover completely if managed correctly.

Handball West will encourage all members to adopt the below practices to recognise and manage concussion.

### **1.0 Recognising the injury**

Any one or more of the following can indicate a possible concussion:

- Loss of consciousness
- Dazed, blank or vacant look
- Headache, blurred vision, dizziness
- Confused/not aware of plays or events
- Balance problems (unsteadiness)
- Lying motionless on ground/slow to get up
- Grabbing or clutching head

### **2.0 Removing the player from the game**

Any player with a suspected concussion must be removed from the game.

Removing the player from the game allows the opportunity to properly evaluate the player.

Any player who has suffered a concussion must not be allowed to return to play in the same game.

### **3.0 Refer the player**

Handball West will recommend all players with concussion or a suspected concussion seek a medical assessment by a registered medical doctor should they experience any of the symptoms in 1.0.

Transfer to hospital is recommended if the player displays any of the following symptoms:

- Seizures
- Deterioration following their injury (eg vomiting, increased headaches or drowsiness)
- Neck pain or spinal cord symptoms (eg numbness, tingling or weakness)

If there is any doubt on the player's condition Handball West will recommend they immediately seek medical attention, either with a registered medical doctor or at a hospital.

### **4.0 Return**

All players assessed to have a concussion by a registered medical doctor must provide evidence they have been cleared to return to play to a member of the Handball West Executive Committee.