



AUSTRALIAN KARATE FEDERATION INC

MEMBER PROTECTION POLICY

Version 9.1

October 2015

Endorsed by the National Executive

12 October 2015

Approved by the ASC

TBA

Distribution

AKF Inc Website

National Executive

National Portfolios

State/Territory Executive

State/Territory Coaching Directors

Development Dates

First Issue	9 May 2005
Reviewed	1 June 2006
Reviewed	19 January 2007
Updated	5 February 2007
Endorsed	6 February 2007
Approved	12 February 2007
Reviewed	5 September 2009
Endorsed	24 September 2009
Approved	29 October 2009
Reviewed	3 August 2012
Endorsed	5 October 2012
Reviewed	2 April 2014
Endorsed	11 April 2014
Approved	11 May 2014
Reviewed	6 October 2015
Approved	TBC
Endorsed	TBC

<i>Preface</i>	1
PART A MEMBER PROTECTION POLICY	2
1. AKF Inc’s Core Values: <i>Common Code of Ethics</i>	2
2. Purpose of Policy	2
3. Who is bound by this Policy	3
4. Code of Conduct	3
5. Organisational Responsibilities	3
6. Individual Responsibilities	4
7. Policy Position Statements	4
7.1 Child Protection Policy	4
7.2 Taking Images of Children	5
7.3 Anti-Discrimination and Harassment Policy	5
8. Complaints Procedures	6
8.1 Complaints	6
8.2 Improper Complaints & Victimisation	7
8.3 Mediation	7
8.4 Tribunals	7
9. What is a Breach of this Policy	7
10. Disciplinary Measures	8
11. Dictionary	8
PART B SCREENING / WORKING WITH CHILDREN	
CHECK REQUIREMENTS	12
B1. Employment Screening Requirements for Tasmania.....	13
B2. Member Protection Declaration	14
B3. Working with Children Child Protection Requirements	15
PART C COMPLAINTS PROCEDURES	18
C1. Complaints Procedure	18
C2. Mediation	21
C3. Investigation Process	22
C4. Procedure for Handling Allegations of Child Abuse	23
C5. Tribunal Procedures	26
C6. Disciplinary Measures	29
PART D ROLE-SPECIFIC CODES OF CONDUCT	31
D1. Coach’s Code of Ethics Agreement Form	31
D2. Official’s Code of Conduct	32
NOAS Official’s Code of Ethics & Agreement Form	34

D3. Elite Athlete and National Talent Identification Squad Nomination and Agreement Form	35
Code of Behaviour – Senior	40
Code of Conduct – Junior, Cadets and Children	41
Code of Conduct – As Team Member	41
Code of Conduct – As a Guest	41
D4. Parent/Guardian Code of Conduct	43
PART E REPORTING DOCUMENTS/FORMS	44
E1 Record of Informal Complaint	44
E2 Record of Formal Complaint	46
E3 Record of Child Abuse Allegation	48
E4 Record of Mediation	50
E5 Record of Tribunal Decision	51

PREFACE

This Member Protection Policy has been developed to safeguard the rights and to protect the health, safety and well being of all its members be they athletes, coaches, officials, administrators or the many volunteers who assist the Federation in so many ways. The AKF Inc. is committed to ensure that every individual is treated fairly without prejudice to gender, race, colour or beliefs religious or otherwise.

The Australian Karate Federation Inc has made a commitment to provide an environment safe for children, which is free from harassment and abuse for everyone, and promotes respectful and positive behaviour and values.

This Member Protection Regulation has been developed and adopted by the Executive Committee of the Australian Karate Federation Inc. In adopting this policy the AKF Inc has fully committed itself to be active in its approach to prevent inappropriate behaviour from every individual in the AKF Inc be they athletes, coaches, officials, administrators or the many volunteers who assist the Federation in so many ways.

This document will provide procedures and guidelines to effectively give every individual involved in Karate, be they athletes, coaches, officials, administrators or the many volunteers who assist the Federation in so many ways a clear and precise understanding of appropriate and ethical behaviour that everyone can follow, understand and all must abide by.

This Member Protection Policy is an integral part of the AKF Inc stand to be proactive in preventing and stopping inappropriate behaviour. By adopting this stand the AKF Inc will provide a safe and enjoyable experience for everyone involved with Karate.

The National Executive of the Australian Karate Federation Inc. is committed to this policy being adhered to by everyone involved in the Federation. Further the National Executive will ensure that every member organisation will comply with the policies set down in this policy.

Hani Zahra
National Secretary

for and on behalf of the National Executive

AUSTRALIAN KARATE FEDERATION INC.

_____/_____/_____
Dated

PART A: MEMBER PROTECTION POLICY

1. AUSTRALIAN KARATE FEDERATION INC (herein referred to as the AKF Inc.) CORE VALUES***Common Code of Ethics***

In accordance with the following standards for correct conduct and practice, all members of the AKF Inc. all accept and abide by the following rules as representatives of the AKF Inc:

- Co-operate with the AKF Inc. in establishing and conducting a quality program of sport karate.
- Work towards the positive promotion of Karate in the community.
- Behave in a dignified manner whilst representing the Federation in any capacity and that personal conduct will always be such as to uphold and not injure the standing and reputation of the AKF Inc. within the community.
- Refrain from the misuse of any official position for personal gain by way of exaggerated or unsubstantiated claims, fraudulent practice or sexual harassment.
- Adhere to the official dress code whilst representing the Federation.
- Neither possesses, nor use, prohibited drugs or any banned substances, nor participate in any activity that is illegal or contrary to the policies or interests of the Federation.
- Make every effort to respect the rights of all people involved in Karate regardless of gender, race, religion or social status.
- Endeavour to regularly improve and upgrade knowledge and professionalism as a representative of the Federation.
- Keep confidential all matters, which may be learned, in any official capacity

Failure to comply with any of the above will be dealt with under the AKF Inc. Rules of Association Part II Membership Rule 12 Behaviour & Discipline of Members.

2. PURPOSE OF THIS POLICY:

- 2.1 The purpose of this Policy (Parts A-D inclusive) is to provide guidelines for the protection of the health, safety and well-being of all the AKF Inc members and those who participate in the activities of the AKF Inc, State/Territory Associations, Member Associations and Affiliated Clubs.
- 2.2 This Policy and its attachments set out the procedures to be followed in dealing with Child Abuse, Harassment and other forms of inappropriate behaviour in an effective, appropriate and timely manner. This Policy provides a procedure for informal and formal resolution of complaints. As part of this commitment, the AKF Inc will take disciplinary action against any person or organisation bound by this policy if they breach same.

This policy and attachments has been endorsed by the National Executive Committee of the AKF Inc and has been incorporated into our By-Laws. The policy commences on this day the National Executive Committee endorses such policy and will operate accordingly until replaced. This policy and/or its attachments may be amended from time to time by National Executive Committee of the AKF Inc. Copies of the policy and its attachments can be obtained from the AKF Inc. website at www.akf.com.au or from the office of the National Secretary.

3. WHO IS BOUND BY THIS POLICY

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on committees and sub-committees;
- Employees and volunteers;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- Coaches and Assistant Coaches;
- Athletes, Competitor or practitioners of Karate;
- Referees, and other Officials;
- Team Managers and Chaperones;
- Members, including Life Members;
- Member organisations, be they Ordinary, Associate, Affiliate, Individual, Honorary or Probationary;
- National Body and State/Territory Recognised Associations;
- Any other person or organisation that is a member of or affiliated to the AKF Inc;
- Parents, guardians, spectators and sponsors to the full extent that is possible.
- All others involved who may not be covered by the above.

This policy will continue to apply to a person even after they have stopped their association or employment with the above other considerations;

4. CODE OF CONDUCT

The AKF Inc requires every individual and organisation bound by this policy to:

- 4.1 Be ethical, fair and honest in all their dealings with other people and AKF Inc.;
- 4.2 Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- 4.3 Always place the safety and welfare of children above other considerations;
- 4.4 Comply with AKF Inc "Rules of Association" , rules and policies including this Member Protection Policy;
- 4.5. Operate within the rules and spirit of the sport;
- 4.6 Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- 4.7 Be responsible and accountable for their conduct; and
- 4.8 Abide by the relevant Role-Specific Codes of Conduct outlined in Part D of this policy.

5. ORGANISATIONAL RESPONSIBILITIES

The AKF Inc, State/Territory Recognised Associations and all its members and including those in Part 3 must:

- 5.1 Adopt, implement and comply with this policy;
- 5.2 Publish, distribute and otherwise promote this policy and the consequences for breaching same;
- 5.3 Promote appropriate standards of conduct at all times;

- 5.4 Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;
- 5.5 Apply this policy consistently without fear or favour;
- 5.6 Recognise and enforce any penalty imposed under this policy;
- 5.7 Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies
- 5.8 Appoint or have access to appropriately trained people to receive and handle complaints and allegations e.g. Member Protection Information Officers (MPIOs) and/or Member Protection Mediators (MPM's) and display the names and contact details in a way that is readily accessible; and
- 5.9 Monitor and review this policy at least annually.

6. INDIVIDUAL RESPONSIBILITIES

Individuals bound by this policy are responsible for:

- 6.1 Making themselves aware of the policy and complying with the standards of conduct outlined in this policy;
- 6.2 Consenting to a national police check if the individual holds or applies for a role that involves direct and unsupervised contact with people under the age of 18 years;
- 6.3 Complying with all other requirements of this policy;
- 6.4 Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- 6.5 Understanding the possible consequences of breaching this policy.

7. POLICY POSITION STATEMENTS

7.1 Child Protection

AKF Inc. is committed to the safety and well-being of all children and young people who participate in our sport or access our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained.

We acknowledge the valuable contribution made by our staff, members and volunteers and we encourage their active participation in providing a safe, fair and inclusive environment for all participants.

7.1.1 Identify and analyse risk of harm

We will develop and implement a risk management strategy, including a review of our existing child protection practices, to determine how child-safe our organisation is and to identify any additional steps we can take to minimise and prevent the risk of harm to children because of the actions of an employee, volunteer or another person.

7.1.2 Develop codes of behaviour

We will develop and promote a code of behaviour that sets out the conduct we expect of adults when they deal and interact with children involved in our sport, especially those in our care. We will also implement a code of behaviour to promote appropriate conduct between children.

These codes will clearly describe professional boundaries, ethical behaviour and unacceptable behaviour. (Refer to the attachments in Part D of this policy.)

7.1.3 Choose suitable employees and volunteers

We will take all reasonable steps to ensure that our organisation engages suitable and appropriate people to work with children, especially those in positions that involve regular unsupervised contact with children. This will include using a range of screening measures.

We will ensure that Working with Children Checks are conducted for all employees and volunteers who work with children, where an assessment is required by law. If a criminal history report is obtained as part of their screening process, we will handle this information confidentially and in accordance with the relevant legal requirements. (Refer to the attachments in Part B of this policy.)

7.1.4 Support, train, supervise and enhance performance

We will ensure that all our employees and volunteers who work with children have ongoing supervision, support and training. Our goal is develop their skills and capacity and to enhance their performance so we can maintain a child-safe environment.

7.1.5: Empower and promote the participation of children

We will encourage children and young people to be involved in developing and maintaining a child-safe environment for our sport.

7.1.6: Report and respond appropriately to suspected abuse and neglect

We will ensure that all our employees and volunteers are able to identify and respond appropriately to children at risk of harm and that they are aware of their responsibilities under state laws to make a report if they suspect on reasonable grounds that a child has been, or is being, abused or neglected. (Refer to the attachments in Part E of this policy.)

Further, if any person believes that another person or organisation bound by this policy is acting inappropriately towards a child, or is in breach of this policy, he or she may make an internal complaint. (Refer to the attachments in Part C of this policy.)

7.2 Taking Images of Children

Images of children can be used inappropriately or illegally. The AKF Inc. and its affiliates requires that individuals and associations, 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 AKF Inc. and its affiliates 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 not display information about hobbies, likes/dislikes, school, etc as this information can be used as grooming tools by paedophiles or other persons. 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.

We require our members, member associations and clubs to do likewise.

7.3 Anti-Discrimination and Harassment Policy

The AKF Inc. is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination and harassment.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against or harassed.

7.3.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by state or federal anti-discrimination laws.

The personal characteristics protected by anti-discrimination laws include attributes such as race, age, disability, gender and race. The full list of protected personal characteristics is in the "Definitions" set out in the Dictionary of Terms.

Discrimination can be either direct or indirect.

- **Direct** discrimination occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect** discrimination occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purposes of determining discrimination, the offender's awareness and motive are irrelevant.

7.3.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment is unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

7.3.3 Prohibition against discrimination and harassment

We prohibit all forms of harassment and discrimination based on the personal characteristics listed in the "Definitions" set out in the Dictionary of Terms.

Any person who believes they are being, or have been, harassed or discriminated against by another person or organisation bound by this policy is encouraged to raise their concerns with us. A person may make an internal complaint, and in some circumstances, they may also be able to make a complaint to an external organisation. (Refer to the attachments in Part C of this policy.)

8. COMPLAINTS PROCEDURES

8.1 Complaints

The AKF Inc aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s or a sporting organisation has breached this policy. A complaint shall first be reported to the National President or National Secretary. Refer to *Part C Procedures* of this policy.

A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally the National President or

National Secretary considers that the complaint falls outside the parameters of this policy and would be better dealt with another way.

All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in *Part C Procedures* of this policy.

8.2 Improper Complaints & Victimisation

The AKF Inc aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation against any person making a complaint.

We will take all necessary steps to make sure that people involved in a complaint are not victimised. Disciplinary measures may be undertaken in respect of a person who harasses or victimises another person for making a complaint or supporting another person's complaint.

If at any point in the complaint process the National President or National Secretary, Ethics Officer or MPIO considers that a complainant has knowingly made an untrue complaint or the complaint is malicious or inappropriately intended to cause distress to the respondent, the matter may be referred to the National Executive for appropriate action which may include disciplinary action against the complainant.

8.3 Mediation

The AKF Inc aims to resolve complaints quickly and fairly. Complaints may be resolved by agreement between the people involved with no need for disciplinary action..

Mediation is a confidential process that allows those involved in a complaint to discuss the issues or incident in question and come up with mutually agreed solutions. It may occur before or after the investigation of a complaint.

If a complainant wishes to resolve the complaint with the help of a mediator, the MPIO or other designated person will, in consultation with the complainant, arrange for an independent mediator where possible.

We will not allow lawyers to participate in the mediation process

More information on the mediation process is outlined in *Part C Procedures: C2 Mediation* of this policy.

8.4 Tribunals

Hearings and Appeals Tribunal Procedure, refer to the *AKF Inc. Rules of Association. Rule 12 – Behaviour & Discipline of Members*

9. WHAT IS A BREACH OF THIS POLICY

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- Done anything contrary to this policy;
- Breached the Code of Conduct and Role-Specific Codes of Conduct;
- Brought the sport, karate or the AKF Inc into disrepute;
- Failed to follow AKF Inc policies and procedures for the protection, safety and welfare of children;
- Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- Discriminated against or harassed any person;
- Victimised another person for reporting a complaint;
- Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;

- Disclosed to any unauthorised person or organisation any AKF Inc information that is of a private, confidential or privileged nature (refer Privacy Act 1988)
- Made a complaint they knew to be untrue, vexatious, malicious or improper;
- Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- Failed to comply with a direction given to the individual or organisation during the discipline process.

10. **DISCIPLINARY MEASURES**

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated. More information on the range of disciplinary measures and the factors that will be considered before imposing discipline is at *Part C Procedures: C6 Disciplinary Measures* of this policy.

11. **DICTIONARY**

This Dictionary sets out the meaning of words used in this policy and its attachments without limiting the ordinary and natural meaning of the words. State/Territory specific definitions and more detail on some of the words in this dictionary can be sourced from the relevant State/Territory Child Protection Commissions or Equal Opportunity and Anti-Discrimination Commissions.

Abuse is a form of harassment and includes physical abuse, emotional abuse, sexual abuse, neglect, and abuse of power. Examples of abusive behaviour include bullying, humiliation, verbal abuse and insults.

Affiliated club in this policy refers to the individuals who are members of a club, dojo group incorporated or unincorporated *that is a member of AKF Inc as a National member or a member of the recognised State/Territory association.*

Child means a person who is under the age of 18 years (see also definition of young person)

Child abuse relates to children at risk of harm (usually by adults, sometimes by other children) and often by those they know and trust. It can take many forms. Children may be harmed by both verbal and physical actions and by people failing to provide them with basic care. Child abuse may include:

- Physical abuse by hurting a child or a child's development (e.g. hitting, shaking or other physical harm; giving a child alcohol or drugs; giving bad nutritional advice; or training that exceeds the child's development or maturity).
- Sexual abuse by adults or other children where a child is encouraged or forced to watch or engage in sexual activity or where a child is subject to any other inappropriate conduct of a sexual nature (e.g. sexual intercourse, masturbation, oral sex, pornography including child pornography or inappropriate touching or conversations).
- Emotional abuse by ill-treating a child (e.g. humiliation, taunting, sarcasm, yelling, negative criticism, name calling, ignoring or placing unrealistic expectations on a child).
- Neglect (e.g. failing to give food, water, shelter or clothing or to protect a child from danger or foreseeable risk of harm or injury).

Complaint means a complaint made under Party C of this policy.

Complainant means the person making a complaint.

Discrimination means treating or proposing to treat a person less favourably than someone else in certain areas of public life on the basis of an attribute or personal characteristic they have. The relevant attributes or characteristics are:

- Age;
- Disability;
- Marital status;
- Parental/carer status;
- Physical features;
- Political belief/activity;
- Pregnancy;
- Race;
- Religious belief/activity;
- Sex or gender;
- Sexual orientation;
- Trade union membership/activity;
- Transgender orientation.

Some States and Territories include additional characteristics.

Discrimination is not permitted in the areas of employment (including volunteer and unpaid employment); the provision of goods and services; the selection or otherwise of any person for competition or a team (domestic or international); the entry or otherwise of any player or other person to any competition; obtaining or retaining membership of an organisation (including the rights and privileges of membership).

Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination may also be discriminatory conduct.

Discrimination may be direct or indirect:

Direct discrimination is treating, or proposing to treat someone less favourably because of a characteristic (such as race, sex, age etc), in the same or similar circumstances.

Indirect discrimination is imposing or intending to impose a requirement, condition or practice that is the same for everyone but which has an unequal or disproportionate effect on particular individuals or groups.

Harassment is any type of behaviour that the other person does not want and does not return and that is offensive, abusive, belittling or threatening. The behaviour is unwelcome and of a type that a reasonable person would recognise as being unwelcome and likely to cause the recipient to feel offended, humiliated or intimidated.

Unlawful harassment includes the above but is either sexual or targets a person because of their race, sex, pregnancy, marital status, sexuality or other characteristic (see characteristic under *Part A - 11 Dictionary: Discrimination*).

Whether or not the behaviour is harassment is determined from the point of view of the person receiving the harassment. The basic rule is if someone else finds it harassing then it could be harassment. Harassment may be a single incident or repeated. It may be explicit or implicit, verbal or non-verbal.

Junior means a person under the age of eighteen (18) years who is participating in an activity of the *AKF Inc*.

Mediator means a person appointed to mediate complaints made under this policy. It is preferable that the mediator has relevant skills, qualifications and/or training in mediation.

Member in this policy refers to the individuals who are members of a club, dojo group incorporated or unincorporated *that is a member of AKF Inc as a National member or a member of the recognised State/Territory association*

Member protection is a term used by the Australian sport industry to describe the practices and procedures that protect members – both individual members such as players, coaches and officials, and the member organisations such as Clubs, State Associations, other affiliated associations and the National Body. Member protection involves:

- protecting those that are involved in sport activities from harassment, abuse, discrimination and other forms of inappropriate behaviour
- adopting appropriate measures to ensure the right people are involved in an organisation, particularly in relation to those involved with juniors, and
- providing education: *NCAS and NOAS training programs and update courses includes Play by the Rules (certificate of completion required)*

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this policy. The *MPIO* provides confidential information and moral support to the person with the concern or who is alleging harassment or a breach of this policy. The *MPIO* will help the complainant deal with any emotions he/she may have about what has happened and operate as a sounding board as the complainant decides what he/she want to do. The *MPIO* may accompany the complainant in anything he/she decides (e.g. mediation) if appropriate and the *MPIO* is agreeable to do so.

Natural justice incorporates the following principles:

- a person who is the subject of a complaint must be fully informed of the allegations against them
- a person who is the subject of a complaint must be given full opportunity to respond to the allegations and raise any matters in their own defence
- all parties need to be heard and all relevant submissions considered
- irrelevant matters should not be taken into account
- no person may judge their own case
- the decision maker/s must be unbiased, fair and just
- the penalties imposed must not outweigh the 'crime'

Organisation in this policy refers to *the National and State/Territory Associations and its entire member clubs, dojo group incorporated or unincorporated and its individual members.*

Police check means a national criminal history record check conducted as a prudent pre-employment or pre-engagement background check on a person.

Policy and **this policy** mean this Member Protection Policy.

Respondent means the person who is being complained about.

Role-specific codes of conduct means standards of conduct required of certain roles (e.g. coaches).

Sexual harassment means unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended. Sexual harassment can take many different forms and may include unwanted physical contact, verbal comments, jokes, propositions, display of pornographic or offensive material or other behaviour that creates a sexually hostile environment.

Sexual harassment is not behaviour based on mutual attraction, friendship and respect. If the interaction is between consenting adults, it is not sexual harassment.

Sexual offence means a criminal offence involving sexual activity or acts of indecency *including but not limited to (due to differences under state/territory legislation):*

- Rape
- Indecent assault
- Sexual assault
- Assault with intent to have sexual intercourse
- Incest
- Sexual penetration of child under the age of 16
- Indecent act with child under the age of 16
- Sexual relationship with child under the age of 16
- Sexual offences against people with impaired mental functioning
- Abduction and detention
- Procuring sexual penetration by threats or fraud
- Procuring sexual penetration of child under the age of 16
- Bestiality
- Soliciting acts of sexual penetration or indecent acts
- Promoting or engaging in acts of child prostitution
- Obtaining benefits from child prostitution
- Possession of child pornography
- Publishing child pornography and indecent articles.

Victimisation means subjecting a person or threatening to subject a person to any detriment or unfair treatment because that person has or intends to pursue their rights to make a complaint under government legislation (e.g. anti-discrimination) or under this policy, or for supporting another person to make a complaint.

Vilification involves a person or organisation doing public acts to incite hatred towards, serious contempt for, or severe ridicule of a person or group of persons having any of the attributes or characteristics within the meaning of discrimination. Public acts that may amount to vilification include any form of communication to the public and any conduct observable by the public.

Young People/person means people in the 13 – 18 year age group.

PART B: SCREENING / WORKING WITH CHILDREN CHECK REQUIREMENTS

Background

We are committed to providing a safe environment for children. As part of this, we will recruit staff and volunteers who do not pose a risk to children.

Employment screening and Working with Children Checks can involve criminal history checks, signed declarations, referee checks and other appropriate checks that assess a person's suitability to work with children and young people.

Working with Children Check laws are currently in place in New South Wales, Queensland, Western Australia, Victoria, the Northern Territory, the Australian Capital Territory, and South Australia. Working with Children Check laws are currently being introduced in Tasmania.

Please be aware that state and territory WWCC requirements may also apply to individuals who visit states with screening laws. For example, if a state association or club takes players U18 into New South Wales for training camps, competition or other activities, those travelling with the teams must comply with NSW law.

The state WWCC requirements apply regardless of our AKF Inc Member Protection Policy.

The following attachments provide:

- summary information on state and territory WWCC requirements and where to obtain more information and relevant forms
- our Member Protection Declaration (for all states/territories except NSW who must complete a Prohibited Employment Declaration provided by the NSW Commission for Children and Young People)
- our screening requirements for people residing in ACT and Tasmania

B1: EMPLOYMENT SCREENING REQUIREMENTS FOR TASMANIA

Under the *Registration to Work with Vulnerable People Act 2013* (Tas) it will be mandatory for all people working or volunteering in the sport and recreation sector in Tasmania to hold a Working with Children Registration by 1 April 2015.

This attachment explains the procedures we will use up until 1 April 2015 to screen the people associated with our organisation who work, coach or have regular unsupervised contact with children and young people under the age of 18 years. We require our state associations and clubs to follow this procedure.

1. We will identify all positions where people work, coach or have regular unsupervised contact with children and young people under the age of 18 years.
2. Before a person is offered such a position, we will ask him or her to complete a Member Protection Declaration ("MPD") (see [Attachment B2]).
3. If a person is unable to provide a MPD, or if he or she cannot satisfactorily answer the questions in the MPD, we will ask that person to provide an explanation. We will then make an assessment about the person's suitability to work with children and young people. If we are not satisfied of the person's suitability to work with children and young people, we will not appoint them to the position.
4. Where possible, we will check a person's referees (verbal or written) about his or her suitability for the position.
5. We will ask each person to sign a consent form for a national police check and explain why our policy requires a police check to be undertaken.
6. If a person does not agree to a national police check, we will make an assessment about his or her suitability to work with children and young people.
7. If the national police check indicates that a "relevant offence" has been recorded, we will ask the person to provide an explanation. We will then make an assessment about the person's suitability to work with children and young people. If we are not satisfied of the person's suitability to work with children and young people, we will not appoint them to the position.
8. We will protect the privacy of each person who undertakes the screening process and keep all information we obtain strictly confidential.
9. We will return all the information collected as part of the screening process (e.g. completed MPD forms, national police checks and referee reports) to the relevant person if he or she is not appointed to the position. Alternatively, all records will be destroyed within 28 days of the date of the decision or the expiry of any appeal period unless, within that time, the person requests the documents to be returned to him or her. The records of all people appointed to our organisation will be kept on file in a secure location.

B2: MEMBER PROTECTION DECLARATION

The AKF Inc. has a duty of care to all those associated with the sport at the national level and to the individuals and organisations to whom our Member Protection Policy applies. As a requirement of our Member Protection Policy, the AKF Inc. 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. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that the AKF Inc. may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the President of the organisation(s) engaging me immediately upon becoming aware that any of the matters set out in clauses 1 to 6 above has changed.

Declared in the State/Territory of _____

On ____ / ____ / ____ (date)

Signature _____

Parent/Guardian Consent (in respect of 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: _____

B3: WORKING WITH CHILDREN CHILD PROTECTION REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve:

- criminal history checks;
- signed declarations;
- referee checks; and
- other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

Australian Capital Territory

Contact the Office of Regulatory Services

Website: www.ors.act.gov.au/community/working_with_vulnerable_people_wwvp

Phone: 02 6207 3000

New South Wales

Contact the Office of the Children's Guardian

Website: www.kidsguardian.nsw.gov.au/check

Phone: 02 9286 7276

Northern Territory

Contact the Northern Territory Screening Authority

Website: www.workingwithchildren.nt.gov.au

Phone: 1800 SAFE NT (1800 723 368)

Queensland

Contact the Public Safety Business Agency about the "Blue Card" system.

Website: www.ccypcg.qld.gov.au

Phone: 1800 113 611

South Australia

Contact the Department for Education and Child Development for information

Website: www.families.sa.gov.au/childsafes

Phone : 08 8463 6468.

National Police Check: www.police.sa.gov.au/services-and-events/apply-for-a-police-record-check

DCSI Child Related Work Screening: <http://www.dcsi.sa.gov.au/services/screening>

Tasmania

Contact the Department of Justice about the working with children registration system that is being phased in

Website: www.justice.tas.gov.au/working_with_children

Phone: 1300 13 55 13

Victoria

Contact the Department of Justice

Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Western Australia

Contact the Department for Child Protection

Website: www.checkwwc.wa.gov.au

Phone: 1800 883 979

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your organisation is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

ATTACHMENT C1: COMPLAINTS PROCEDURES

Australian Karate Federation Inc. is committed to supporting people associated with our sport to make and resolve any complaints they may have in a fair, timely and effective way.

We will endeavour to deal with complaints on a confidential basis. We will not provide information about the complaint to another person without the complainant's consent, except if the law requires us disclose this information or it is necessary to properly deal with the complaint. To ensure fairness for everyone involved, we will provide the full details of the complaint to the person or people against whom the complaint has been made and ask for their response. As a result, it may be difficult for us to resolve complaints made anonymously.

We will provide **informal and formal procedures** to deal with complaints. Individuals and organisations can also make **complaints to external organisations** under anti-discrimination, child protection and other relevant laws.

Informal approaches

Step 1: Talk with the other person (if safe, reasonable and appropriate)

If you feel confident to do so, you can approach the other person to discuss the issues and try and resolve the problem directly.

Step 2: Contact a Member Protection Information Officer

We encourage you to talk with one of our Member Protection Information Officers (MPIOs) if:

- the first step is not possible or reasonable
- you are not sure how to handle the problem by yourself
- you want to talk confidentially with someone and find out what options are available to resolve the problem, or
- the problem continues after you approached the other person.

The names and contact details for our MPIOs are available at www.akf.com.au

The MPIO will:

- take confidential notes about your complaint
- try to find out the facts of your complaint
- ask how you would like the problem to be resolved and if you need support
- provide different options for you to resolve the problem
- act as a support person, if you wish
- refer you to an appropriate person (e.g. a mediator) to help you resolve the problem, if necessary
- inform the relevant government authorities and/or police, if required by law to do so
- maintain confidentiality.

Step 3: Decide how to resolve the problem

After talking with the MPIO, you may decide:

- there is no problem
- the problem is minor and you do not wish to take the matter forward
- to try and resolve the problem yourself, with or without a support person
- to resolve the problem with the help of someone impartial, such as a mediator
- to resolve the matter through a formal process.

Formal approaches

Step 4: Making a formal complaint

If it is not possible or appropriate to resolve your complaint through an informal process, you may:

- make a formal complaint in writing to the National Secretary, or
- approach a relevant external agency, such as an anti-discrimination or equal opportunity commission, for advice.

After receiving a formal complaint, and based on the material you provide, the National Secretary will decide whether:

- he or she is the most appropriate person to receive and handle the complaint
- the nature and seriousness of the complaint requires a formal resolution procedure
- to refer the complaint to **mediation**
- to appoint a person to **investigate** the complaint
- to refer the complaint to a **tribunal hearing**
- to refer the matter to the **police or other appropriate authority**, and/or
- to implement any interim arrangements that will apply until the complaint process is completed.

In making this decision, the National Secretary will take into account:

- whether he or she has had any personal involvement in the circumstances and if someone else should handle the complaint
- your wishes, and the wishes of the respondent, regarding how the complaint should be handled
- the relationship between you and the respondent (e.g. an actual or perceived power imbalance between you and the respondent)
- whether the facts of the complaint are in dispute
- the urgency of the complaint, including the possibility that you might face further unacceptable behaviour while the complaint process is underway.

If the National Secretary is the appropriate person to handle the complaint, he or she will, if these steps are necessary:

- provide the information received from you to the other person(s) involved and ask for their side of the story
- decide if there is enough information to determine whether the matter alleged in your complaint did or didn't happen, and/or
- determine what, if any, further action to take, including disciplinary action in accordance with this policy.

Step 5: Investigating the complaint

In some cases, an investigation may be required to determine the facts surrounding the complaint. Our investigations procedure is outlined in *Attachment C3*.

Following the investigation, a written report will be provided to the National Executive who will determine what further action to take.

- If the complaint is referred to **mediation**, we will follow the steps outlined in *Attachment C2* or as agreed by you, the respondent and the mediator.
- If the complaint is referred to a **tribunal hearing**, the hearing will be conducted according to the steps outlined in *Attachment C4*.
- If the complaint is referred to the **police or another external agency**, we will endeavour to provide all reasonable assistance required by the police or the agency.

(Any costs relating to the complaint process set out in this policy (e.g. investigation, mediation and/or a tribunal hearing) are to be met by the complainant, unless otherwise stated.)

Step 6: Reconsidering a complaint or appealing a decision

If mediation is unable to resolve the matter, you may request that the National Secretary reconsider the complaint in accordance with Step 3.

You or the respondent(s) may also appeal a decision made by at a tribunal hearing. The grounds and process for appeals are set out in *Attachment C4*.

Step 7: Documenting the resolution

The *National Secretary* will record the complaint, the steps taken to resolve it and the final outcome. This information will be stored in a confidential and secure place. If the complaint was dealt with at the state/district level, the information will be stored by the state association. If the matter is of a serious nature, or if it was dealt with at the national level, the original document will be stored by AKF Inc. and a copy stored by the state association.

Approaching external organisations

If you feel that you have been harassed or discriminated against, you can seek advice from your state or territory anti-discrimination or equal opportunity commission. There is no obligation to make a formal complaint. However, if the commission advises you that the issues appear to be within its jurisdiction, you may choose to lodge a formal complaint with the commission.

Once a complaint is received by the commission, it will investigate the matter. If it appears that unlawful harassment or discrimination has occurred, the commission will attempt to conciliate the complaint on a confidential basis. If this fails, or if it is not appropriate, the complaint may go to a formal hearing. The tribunal will make a finding and decide what action, if any, will be taken. This could include an apology or financial compensation for distress, lost earnings or medical and counselling expenses incurred.

If you do lodge a complaint with the commission, an appropriate person from our organisation (e.g. an MPIO) will be available to support you during the process. It is also common to have a legal representation, particularly if the complaint goes to a formal hearing.

Contact details for the state and territory anti-discrimination and equal opportunity commissions are available on the Play by the Rules website:

<http://www.playbytherules.net.au/resources/quick-reference-guide>.

Serious incidents, such as assault or sexual assault, should be reported to the police.

Attachment C2: MEDIATION

Mediation is a process that allows the people involved in a complaint to talk through the issues with an impartial person – the mediator – and work out a mutually agreeable solution.

The mediator does not decide who is right or wrong and does not tell either side what they must do. Instead, he or she helps those involved to talk through the issues and makes sure that the process is as fair as possible for all concerned.

Our approach to mediation follows the steps set out below.

1. The National Secretary will appoint a mediator to help resolve the complaint. This will be done under the direction of AKF Inc. and in consultation with the complainant and the respondent(s).
2. The mediator will talk with the complainant and respondent(s) about how the mediation will take place and who will participate. At a minimum, the mediator will prepare an agenda of issues to be discussed.
3. All issues raised during mediation will be treated confidentially. We also respect the rights of the complainant and the respondent(s) to pursue an alternative process if the complaint is not resolved.
4. If the complaint is resolved by mediation, the mediator will prepare a document that sets out the agreement that has been reached. This agreement will be signed by the complainant and the respondent(s). We expect the parties involved to respect the terms of the agreement.
5. If the complaint is not resolved by mediation, the complainant may:
 - write to the AKF Inc. to request that the National Secretary reconsider the complaint in accordance with **Step 3**
 - approach an external agency, such as an anti-discrimination or equal opportunity commission, to resolve the matter.

We recognise that there are some **situations where mediation will not be appropriate**, including:

- when the people involved have completely different versions of the incident
- when one or both parties are unwilling to attempt mediation
- when the issues raised are sensitive in nature
- when there is a real or perceived power imbalance between the people involved
- matters that involve serious, proven allegations.

Attachment C3: INVESTIGATION PROCESS

There will be times when a complaint will need to be investigated and evidence gathered.

An investigation helps determine the facts relating to the incident, as well as possible findings and recommendations.

Any investigation that we conduct will be fair to all people involved.

If we decide that a complaint should be investigated, we will follow the steps outlined below.

1. We will provide a written brief to the investigator that sets out the terms of engagement and his or her roles and responsibilities. The investigator will:
 - interview the complainant and record the interview in writing
 - provide full details of the complaint to the respondent(s) so that they can respond
 - interview the respondent(s) to allow them to answer the complaint and record the interview in writing
 - obtain statements from witnesses and collect other relevant evidence, if there is a dispute over the facts
 - make a finding as to whether the complaint is:
 - **substantiated** (there is sufficient evidence to support the complaint)
 - **inconclusive** (there is insufficient evidence either way)
 - **unsubstantiated** (there is sufficient evidence to show that the complaint is unfounded)
 - **mischievous, vexatious or knowingly untrue.**
 - provide a report to the National Executive documenting the complaint, the investigation process, the evidence, the finding(s) and, if requested, any recommendations.
2. We will provide a report to the complainant and the respondent(s) documenting the complaint, the investigation process and summarising key points that are substantiated, inconclusive, unsubstantiated and/or mischievous.
3. The complainant and the respondent(s) will be entitled to support throughout this process from their chosen support person or adviser (e.g. MPIO)

The complainant and the respondent(s) may have the right to appeal any decision based on the investigation. Information on our appeals process is in *Attachment C5*.

Attachment C4: PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the President and or Secretary and or MPIO of the AKF Inc so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The President and or Secretary and or MPIO will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of the AKF Inc.
-
- The President and or Secretary and or MPIO will consider what services may be most appropriate to support the child and his or her parent/s.
- The President and or Secretary and or MPIO will consider what support services may be appropriate for the alleged offender.
- The President and or Secretary and or MPIO will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by the AKF Inc.)
- The AKF Inc. will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in Clause 10 of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- **Contact details for advice or to report an allegation of child abuse**

Australian Capital Territory	
ACT Police Non-urgent police assistance Ph: 131 444 www.afp.gov.au	Office for Children, Youth and Family Services www.dhcs.act.gov.au/ocyfs/services/care_and_protection Ph: 1300 556 729
New South Wales	
New South Wales Police Non-urgent police assistance Ph: 131 444 www.police.nsw.gov.au	Department of Family and Community Services www.community.nsw.gov.au Ph: 132 111
Northern Territory	
Northern Territory Police Non-urgent police assistance Ph: 131 444 www.pfes.nt.gov.au	Department of Children and Families www.childrenandfamilies.nt.gov.au Ph: 1800 700 250

Queensland	
Queensland Police Non-urgent police assistance Ph: 131 444 www.police.qld.gov.au	Department of Communities, Child Safety and Disability Services www.communities.qld.gov.au/childsafety Ph: 1800 811 810
South Australia	
South Australia Police Non-urgent police assistance Ph: 131 444 www.sapolice.sa.gov.au	Department for Education and Child Development www.families.sa.gov.au/chilsafe Ph: 131 478
Tasmania	
Tasmania Police Non-urgent police assistance Ph: 131 444 www.police.tas.gov.au	Department of Health and Human Services www.dhhs.tas.gov.au/children Ph: 1300 737 639
Victoria	
Victoria Police Non-urgent police assistance Ph: (03) 9247 6666 www.police.vic.gov.au	Department of Human Services www.dhs.vic.gov.au Ph: 131 278
Western Australia	
Western Australia Police Non-urgent police assistance Ph: 131 444 www.police.wa.gov.au	Department for Child Protection and Family Support www.dcp.wa.gov.au Ph: (08) 9222 2555 or 1800 622 258

Attachment C5: TRIBUNAL PROCEDURES

We will follow the steps set out below to hear formal complaints made under our Member Protection Policy.

Preparing for a Tribunal hearing

1. A Tribunal panel will be established, according to the rules set out in our Constitution, to hear a complaint that has been referred to it by the National Secretary. The number of Tribunal panel members required to be present throughout the hearing will be three.
2. The Tribunal panel members will be provided with a copy of all the relevant correspondence, reports or information received and sent by the National Secretary relating to the complaint/allegations.
3. The Tribunal hearing will be held as soon as practicable. However, adequate time must be provided for the respondent(s) to prepare for the hearing.
4. The Tribunal panel will not include any person who has any actual or perceived conflict of interest or bias regarding the complaint/allegations.
5. The National Secretary will inform the respondent(s) in writing that a Tribunal hearing will take place. The notice will outline:
 - that the person has a right to appear at the Tribunal hearing to defend the complaint/allegations
 - the details of the complaint and of all allegations, as well as the clause of any policy or rule that has allegedly been breached
 - the date, time and venue of the Tribunal hearing
 - that either verbal or written submissions can be presented at the Tribunal hearing
 - that witnesses may attend the Tribunal hearing to support the position of the respondent/s (statutory declarations of witnesses not available to attend and from character witnesses may also be provided to the Tribunal hearing)
 - an outline of any possible penalties that may be imposed if the complaint is found to be true
 - that legal representation will not be allowed. (*If the respondent is a minor, he or she should have a parent or guardian present.*)

A copy of any information/documents that have been given to the Tribunal panel (e.g. investigation report findings) will be provided to the respondent(s).

The respondent(s) will be allowed to participate in all AKF Inc. activities and events, pending the decision of the Tribunal, including any available appeal process, unless the National Secretary believes it is necessary to exclude the respondent/s from all or some activities and events because of the nature of the complaint.

6. The National Secretary will notify the complainant in writing that a Tribunal hearing will take place. The notice will outline:
 - that the person has a right to appear at the Tribunal hearing to support their complaint
 - the details of the complaint, including any relevant rules or regulations the respondent is accused of breaching
 - the date, time and venue of the Tribunal hearing
 - that either verbal or written submissions can be presented at the Tribunal hearing
 - that witnesses may attend the Tribunal hearing to support the complainant's position (statutory declarations of witnesses not available to attend may also be provided to the Tribunal Hearing)
 - that legal representation will not be allowed. (*If the complainant is a minor, he or she should have a parent or guardian present.*)

A copy of any information / documents given to the Tribunal (e.g. investigation report findings) will be provided to the complainant.

7. If the complainant believes the details of the complaint are incorrect or insufficient, he or she should inform the National Secretary as soon as possible so that the respondent(s) and members of the Tribunal panel can be properly informed of the complaint.
8. If possible, the Tribunal panel should include at least one person with knowledge or experience of the relevant laws/rules (e.g. anti-discrimination).

Tribunal hearing procedure

9. The following people will be allowed to attend the Tribunal hearing:
 - Tribunal panel members
 - the respondent(s)
 - the complainant
 - any witnesses called by the respondent(s)
 - any witnesses called by the complainant
 - any parent/guardian or support person required to support the respondent or the complainant.
10. If the respondent(s) is not present at the set hearing time and the Tribunal chairperson considers that no valid reason has been presented for this absence, the Tribunal hearing will continue subject to the chairperson being satisfied that all Tribunal notification requirements have been met.
11. If the Tribunal chairperson considers that there is a valid reason for the non-attendance of the respondent(s), or the chairperson does not believe the Tribunal notification requirements have been met, then the Tribunal hearing will be rescheduled to a later date.
12. The Tribunal chairperson will inform the National Secretary of the need to reschedule the hearing and the National Secretary will arrange for the Tribunal to be reconvened.
13. The Tribunal chairperson will read out the complaint, ask each respondent if he or she understands the complaint and if he or she agrees or disagrees with the complaint.
14. If the respondent agrees with the complaint, he or she will be asked to provide any evidence or witnesses that should be considered by the Tribunal when determining any disciplinary measures or penalties.
15. If the respondent disagrees with the complaint, the complainant will be asked to describe the circumstances that lead to the complaint being made.
 - Reference may be made to brief notes.
 - The complainant may call witnesses.
 - The respondent may question the complainant and any witnesses.
16. The respondent will then be asked to respond to the complaint.
 - Reference may be made to brief notes.
 - The respondent may call witnesses.
 - The complainant may ask questions of the respondent and any witnesses.
17. The complainant and respondent(s) may be present when evidence is presented to the Tribunal hearing. Witnesses may be asked to wait outside the hearing until they are required.
18. The Tribunal may:
 - consider any evidence, and in any form, that it deems relevant
 - question any person giving evidence
 - limit the number of witnesses presented to those who provide new evidence
 - require (to the extent it has power to do so) the attendance of any witness it deems relevant
 - act in an inquisitorial manner in order to establish the truth of the issue/complaint before it.
19. Video evidence, if available, may be presented. Arrangements must be made entirely by the person(s) wishing to offer this type of evidence.

20. If the Tribunal panel considers that at any time during the hearing there is any unreasonable or intimidation type behaviour from anyone, the Tribunal chairperson may deny further involvement of that person in the hearing.
21. After all the evidence has been presented, the Tribunal will make its decision in private. It must decide whether the complaint has, on the balance of probabilities, been substantiated. As the seriousness of the allegation increases, so too must the level of satisfaction of the Tribunal that the complaint has been substantiated. The respondent(s) have the opportunity to address the Tribunal on disciplinary measures which may be imposed. Any disciplinary measures imposed must be reasonable in the circumstances.
22. All Tribunal decisions will be by majority vote.
23. The Tribunal chairperson will announce the decision in the presence of all those involved in the hearing and will declare the hearing closed. Alternatively, he or she may advise those present that the decision is reserved and will be handed down in written form at a later time.
24. Within 48 hours, the Tribunal chairperson will:
 - forward a notice of the Tribunal's decision to the National Secretary, including any disciplinary measures imposed.
 - forward a letter reconfirming the Tribunal's decision to the respondent(s), including any disciplinary measures imposed. The letter should also outline the process and grounds for an appeal, if allowed. If matter is especially complex or important, the Tribunal chairperson may inform the parties in writing within 48 hours that the decision will be delayed for a further 48 hours.
25. The Tribunal does not need to provide written reasons for its decision.

Appeals procedure

26. If a complainant or a respondent(s) is not satisfied with the outcome of a mediation process or a Tribunal decision, he or she can lodge an appeal to AKF Inc. on one or more of the following grounds:
 - 26.1 that a denial of natural justice has occurred
 - 26.2 that the disciplinary measure/s imposed is unjust and/or unreasonable
 - 26.3 that the decision was not supported by the information/evidence provided at the mediation or to the Tribunal Hearing
27. A person wanting to appeal must lodge a letter setting out the basis for their appeal with the National Secretary within two days of the decision being made. *An appeal fee of \$2000.00 shall be included with the letter of intention to appeal.*
28. If the letter of appeal is not received by the National Secretary within this time, the right of appeal will lapse. *If the letter of appeal is received but the appeal fee is not received within this time, the appeal will also lapse.*
29. The letter of appeal and the notice of the Tribunal's decision (clause 24) will be forwarded to the National Executive to review and to decide whether there are sufficient grounds for the appeal to proceed. The National Executive may invite any witnesses to the meeting that he or she believes are required to make an informed decision.
30. If the appellant has not shown sufficient grounds for an appeal in accordance with clause 26, then the appeal will be rejected. The appellant will be notified in writing, including the reasons for the decision. The appeal fee will be forfeited.
 - (a) If the appeal is accepted, an Appeal Tribunal with new panel members will be convened to rehear the complaint, and the appeal fee will be refunded.
 - (b) The Tribunal hearing procedure shall be followed for the Appeal Tribunal.
 - (c) The decision of the Appeal Tribunal will be final.

Attachment C6: DISCIPLINARY MEASURES

Any disciplinary measure imposed by CRC under this policy must:

- Observe any contractual and employment rules and requirements;
- Conform to the principles of natural justice;
- Be fair and reasonable;
- Be based on the evidence and information presented;
- Be within the powers of the CRC to impose the disciplinary measure.

Individual

Subject to contractual and employment requirements, if a finding is made that an individual has breached the Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by CRC

1. A direction that the individual make a verbal and/or written apology;
2. A written warning;
3. A direction that the individual attend counselling to address his/her behaviour;
4. A withdrawal of any awards, placing, records, achievements bestowed in any tournaments, activities or events held or sanctioned by the AKF Inc;
5. A demotion or transfer of the individual to another location, role or activity
6. A suspension of the individual's membership or participation or engagement in a role or activity;
7. Termination of the individual's membership, appointment or engagement;
8. Recommend that the AKF Inc terminate the individual's membership, appointment or engagement;
9. In the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
10. Any other form of discipline that CRC considers appropriate.

When imposing any form of discipline, it will be accompanied by a warning that a similar breach policy by that individual in the future may result in the imposition of a more serious form of discipline.

Organisations

If a finding is made that the AKF Inc member or affiliated organisation has breached the AKF Inc's Member Protection Policy (including the Codes of Conduct), one or more of the following forms of discipline may be imposed by CRC:

1. A written warning;
2. A monetary fine;
3. A direction that any rights, privileges and benefits provided to that organisation by the national body or other peak association be suspended for a specified period;
4. A direction that any funding granted or given to it by the AKF Inc cease from a specified date;
5. A direction that the AKF Inc cease to sanction events held by or under the auspices of that organisation;
6. A recommendation to AKF Inc that its membership of the AKF Inc be suspended or terminated in accordance with the relevant constitution or rules; and/or

7. Any other form of discipline that the AKF Inc. considers to be appropriate to ensure the above action can be taken

When imposing any form of discipline, it will be accompanied by a warning that a similar breach of policy by the organisation in the future may result in more serious form of discipline.

Factors to consider when imposing discipline

The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- If the individual is a parent and/or spectator (ability to enforce a penalty may be difficult);
- Nature and seriousness of the behaviour or incidents;
- In a case where action is taken concurrently with or in lieu of a resolution of a formal complaint, the wishes of the complainant;
- If the individual concerned knew or should have known that the behaviour was a breach of the policy;
- Level of contrition of the respondent(s);
- The effect of the proposed disciplinary measures on the respondent(s) including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action; and/or
- If there are any mitigating circumstances such that the respondent(s) shouldn't be disciplined at all or not disciplined so harshly.

PART D: ROLE-SPECIFIC CODES OF CONDUCT

D1. COACH'S CODE OF ETHICS

As coach, I _____ promise to observe and comply with the karate coach's code of ethics at all times when coaching for the safe and positive development of the athletes and students and will adhere to the following specifics as set down below.

1. Maintain coaching accreditation, keeping up to date with the latest coaching practices, the principles of growth and development of young people, and First Aid or Resuscitation
2. Provide a safe environment for the practice of karate-do and competition training
3. Ensure that proper equipment and facilities used meet safety standards and are appropriate to the age and ability of all athletes/students and the situation
4. Adequately plan all activities which will be closely supervised
5. Develop clear written rules for training and general conduct, operating within the rules and spirit of Karate and teach athletes/students to do the same
6. Keep adequate records on administration, coaching and athletes/students
7. Athletes/students warned of inherent risks of the sport
8. Will ensure my assistants have, First Aid and or Resuscitation
9. Show concern and caution towards sick and injured athlete/student. Athletes/students will be evaluated for injury and incapacity and follow the advice of a physician when determining whether or not an injured athlete/student is ready to recommence training or competition
10. Use duty of care in matching Young athletes/students during partner and group activities that follows the rules of competition
11. Take in to consideration that young people participate for pleasure and winning is only part of the fun
12. Never ridicule or yell at a young athlete/student for making a mistake or not coming first nor allow other athletes/students to do so.
13. Be reasonable in my demands on athletes/students time, energy and enthusiasm
14. Ensure that athletes/students experience in karate is a positive one. Ensure everyone receives equal attention and opportunities, avoid over playing the talented athletes; the just average need and deserve equal time
15. Display control, respect and professionalism to all involved with Karate. This includes other styles, competition opponents, coaches, referees/officials, administrators, the media, parents and spectators. Educate the athletes/students to do the same.
16. Any physical contact with any athlete/student should be appropriate to the situation and necessary for the athlete's/student's skill development
17. Respect the rights, dignity and worth of every athlete/student regardless of their gender, age, ability, cultural background or religion
18. Will support the code of ethics put forward by the Australian Sports Commission

Please refer to the *Harassment-free Sport Guidelines* available from the Australia Sport Commission or contact AKF Inc. National or State Coaching Director if more information on harassment issues is required.

I have read this Code and the ASC Code. I am aware I will not be registered with NCAS if I do not sign and abide by the Code of Ethics:

PLEASE TURN OVER TO SIGN AGREEMENT FORM

Coach's Code of Ethics Agreement Form

for registration or re-registration to the
National Coach Accreditation Scheme (NCAS)

I, _____
(Full Name)

of _____
(Number & Street / PO Box)

(Suburb) (State) (Postcode)

am seeking registration/re-registration for the following National Coaching Accreditation Scheme qualification:

(Level) KARATE

(Sport)

I agree to the following terms:

1. I agree to abide by the Coach's Code of Ethics overleaf
2. I acknowledge that the **Australian Karate Federation Inc** is responsible for the accreditation of coaches in **Karate** and may take disciplinary action against me if I breach the code of ethics. (I understand that the **Australian Karate Federation Inc** is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
3. I acknowledge that disciplinary action against me may include de-registration from the National Coaching Accreditation Scheme.

**Signature of Coach (if applicable, parent/guardian signature) / _____ / _____
Date**

D2. OFFICIAL'S CODE OF CONDUCT

As officials we will ...

- Act honestly, and with the utmost integrity, showing neither unfair bias nor undue harshness to any competitor regardless of Nation, State, Style of Origin, age or gender. Be consistent, objective and courteous to athletes, coaches and other officials, both on and off the competition area.
- Maintain objectivity in dealing with all athletes and ensure that no competitor receives an unfair advantage in any decision through personal relationship with the official.
- Ensure that behaviour is both decorous and sportsmanlike at all times whilst in official dress representing the Federation.
- Maintain a level of technical expertise sufficient to ensure accreditation appropriate to the position held within the AKF. Regularly attended clinics and seminars to ensure personal and professional development is maintained.
- Ensure that the competitors in his/her charge comply with the compulsory safety equipment standards and that the competition area is devoid of hazards.
- Ensure that in the case of junior competitors that any modified rules of competition are strictly adhered to.
- Support and encourage the ideal of good sportsmanship at all times.

**AUSTRALIAN KARATE FEDERATION INC OFFICIALS' CODE OF ETHICS
AND OFFICIAL'S CODE OF ETHICS AGREEMENT FORM**

for registration or re-registration to the
National Official Accreditation Scheme (NOAS)

For the betterment of the Federation and the professionalism of the AKF, each official must maintain the highest possible standards of personal integrity, competence, sound judgement and discretion.

I _____, **as an official will:**
(name)

1. Maintain Officiating accreditation, keeping up to date with the latest Officiating practices, and endeavour to officiate every tournament to the best of my knowledge in accordance with the rules.
2. Represent myself in an appropriate manner to ensure the image of the Federation, the rules and the ethics of the sport are accurately followed at all times.
3. Uphold the right of all individuals involved in the sport to have fair play and handle accordingly any disreputable acts.
4. Always remain impartial by maintaining a professional attitude as well as keeping appropriate distance from competitors and teams.
5. Respect, accept and deliver constructive feedback from and to other officials while never openly criticising the performance of others.
6. Contribute to the continuing development of officials within the Federation through support, encouragement and a positive attitude.
7. Support the non-use of alcohol and drugs in Federation activities.
8. Respect the rights, dignity and worth of every competitor and other Officials regardless of their gender, age, ability, cultural background or religion
9. Will support the code of ethics put forward by the Sports Education Section, Australian Sports Commission

I, _____
(Full Name)

of _____
(Number & Street / PO Box)

_____ (Suburb) _____ (State) _____ (Postcode)

am seeking registration/re-registration for the following National Officiating Accreditation Scheme qualification:

KARATE

_____ Level _____ Sport _____ Category

I agree to the following terms:

1. I agree to abide by the Official's Code of Ethics overleaf
2. I acknowledge that the **Australian Karate Federation Inc** is responsible for the accreditation of officials in **Karate** and may take disciplinary action against me if I breach the code of ethics. (I understand that the **Australian Karate Federation Inc** is required to implement a complaints handling procedure in accordance with the principles of natural justice, in the event of an allegation against me)
3. I acknowledge that disciplinary action against me may include de-registration from the National Officiating Accreditation Scheme.

_____ / ____ / _____

D3. ATHLETE CODE OF CONDUCT

**ELITE ATHLETE AND NATIONAL TALENT IDENTIFICATION SQUAD
NOMINATION AND AGREEMENT FORM**

I, (Name) _____

of (Address) _____

being a member of (Organisation) _____ **HEREBY APPLY** to the Australian Karate Federation Inc. ("AKF") for selection to the Elite Athlete and National Talent Identification Squad ("Squad").

I ACKNOWLEDGE upon the signing hereof that –

- (a) I have read the National Team Selection Policy ("the Policy") and Appeal Protocol ("the Protocol") published by the AKF and available at www.akf.com.au;
- (b) I agree to be bound by and comply with all terms and conditions of the Policy and the Protocol;
- (c) without limiting the generality of the foregoing, I agree to be bound by and comply with those parts of the Policy and the Protocol, as amended from time to time, relating to the institution and conduct of appeals, and further agree that I will not take any action or seek any remedy in any court with respect to any matter the subject of the Policy or the Protocol;
- (d) I agree to be bound by the terms of the Elite Athlete and National Talent Identification Squad Nomination and Agreement, a signed copy of which is attached hereto;
- (e) I acknowledge that I may be responsible for some personal expense for my attendance at camps and competitions arising out of my selection.

Athlete's Name: _____

Athlete's Signature: _____

Parent/Guardian Signature (if under 18 years of age): _____

Athlete's Date of Birth: ____ / ____ / ____

Australian Citizen: Yes No (Please Tick)

Telephone: _____ Fax: _____

Mobile: _____

Email: _____

**ELITE ATHLETE AND NATIONAL TALENT IDENTIFICATION SQUAD
NOMINATION AND AGREEMENT**

I, (Name) _____

of (Address) _____

HEREBY AGREE AS FOLLOWS:

1. DEFINITIONS

In this agreement:

"AKF"	means the Australian Karate Federation Incorporated;
"Squad"	means registered members of the Elite Athlete and National Talent Identification Squad;
"ASC"	means the Australian Sports Commission established by the <i>Australian Sports Commission Act 1989</i> (Cth);
"ASADA"	means the Australian Sports Anti-Doping Authority established by the <i>Australian Sports Drug Agency Act 1990</i> (Cth);
"Executive Committee"	means the Committee of Management of the AKF (also known as "the National Executive");
"International Anti-Doping Policy"	means the World Anti-Doping Code as recognised by WADA;
"National Anti-Doping Policy"	means the Australian Sports Commission Anti-Doping Policy as recognised by the ASC;
"Team Head"	means the head of the team from time to time as nominated by the Executive Committee;
"Team Doctor"	means the Team Doctor as nominated from time to time by the Executive Committee;
"WADA"	means the World Anti-Doping Agency;
"WKF"	means the World Karate Federation.

2. **SELECTION**

I acknowledge that my selection is conditional upon my having –

- (a) met the criteria for selection as set out in the National Team Selection Policy published by the AKF;
- (b) not acted at any time so as to bring myself, the AKF, the team or karate into disrepute.

3. **GENERAL CONDUCT**

I will –

- (a) comply with all lawful and reasonable directions of the Team Head, the coaches, and any delegate of the Team Head;
- (b) conduct myself in a proper and dignified manner at all times;
- (c) conduct myself in such a manner so as not to bring myself, the AKF, the team or Karate into disrepute;
- (d) respect the spirit of fair play in competition and behave in a sporting manner at all times;
- (e) avoid violence inside and outside the arena;
- (f) refrain from any demonstration of political, religious or racial propaganda of any kind;
- (g) refrain from any sexual, religious or racial harassment or vilification of any kind;
- (h) travel to and depart from any event on the dates and in the manner determined or approved by the Executive Committee or Team Head;
- (i) during the period of competition live in such accommodation as determined or approved by the Executive Committee or Team Head;
- (j) at all times conduct myself so as to obtain and maintain my best possible level of fitness and competency for competition;
- (k) at all times carry out my duties to the team, and as a representative of Australia and the AKF, to the best of my skill and ability;
- (l) throughout the event wear the uniform and clothing, and use the equipment provided for the use of the team, unless I have obtained an exemption from doing so from the Team Head;
- (m) not make or endorse publicly any comment, criticism or statement calculated to prejudice the WKF, AKF, Team Head, Karate or any other competitor.

4. **DRUGS AND DOPING**

I will –

- (a) comply with the International Anti-Doping Policy, the National Anti-Doping Policy, and any similar policy as published from time to time by the AKF;
- (b) not use, possess, attempt to possess, buy, sell, exchange, agree to buy or sell, traffic or attempt to traffic, any drug of dependence or other prohibited substance in breach of any law applicable within any part of Australia or such other country in which I am competing.

5. MEDICAL REQUIREMENTS

5.1 Disclosure of Information

I authorise –

- (a) any medical practitioner, dentist, chiropractor, physiotherapist or other therapist whom I have consulted in the period of one year proceeding this agreement to provide to the Team Doctor upon request all details of any illness, disease, injury or other medical conditions, as may reasonably be required by the Team Doctor to assess my fitness to compete;
- (b) the Team Doctor to make disclosure of any information obtained pursuant to paragraph (a), and of any diagnosis he or she had made or treatment prescribed, to the Executive Committee or Team Head; and
- (c) the Executive Committee to retain any information obtained pursuant to paragraph (b), and to use such information in the preparation or publication of any medical, scientific or technical paper or journal, on condition that my identity is not thereby disclosed.

5.2 Medical Testing

I agree –

- (a) to undergo such lawful and reasonable medical tests as may be required by the Team Doctor (including, but not limited to, samples of blood, urine, saliva or other bodily samples), and I acknowledge that any such sample may be analysed for detecting the presence of human immunodeficiency virus (HIV) or other disease or medical condition;
- (b) to undergo such lawful and reasonable medical tests as may be required by the WKF.

5.3 Use of Drugs

I agree –

- (a) that I have been provided access to the Team Doctor;
- (b) that I will use only such medications or drugs as are provided or approved by the Team Doctor, and will only use such medications or drugs with the express approval and under the supervision of the Team Doctor.

5.4 Participation in Events

I agree –

- (a) that the Team Head may consult the Team Doctor to determine my fitness to participate in any event;
- (b) that the Team Head, acting on the advice of the Team Doctor, may direct me not to participate in any event, and that I am bound by any such lawful or reasonable direction;
- (c) that the Team Head may give the direction in paragraph (b) having regard to any unacceptable risk of causing myself injury or death, or of aggravating any existing injury or illness, or of causing injury or harm to any other person.

5.5 General

I agree to comply with all lawful and reasonable directions given to me by the Team Doctor concerning medical matters relating to health and safety.

6. CONTACT WITH THE MEDIA

I agree –

- (a) the spokesperson at all times in all contact with the electronic or print media will be the Team Head or his or her delegate;
- (b) I will not give any comment or make any statement to the electronic or print media on any matter relating to any event save with respect to my own performance;
- (c) I am not bound to give any comment or make any statement to the electronic or print media.

Athlete's Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if under 18 years of age)

Endorsed by:

State Coach: _____

Signature: _____ Date: _____

CODE OF BEHAVIOUR

THE ATHLETE – SENIOR

- Work towards the attainment of his/her potential in co-operation with the coach and fellow athletes.
- Maintain high standards in personal health and hygiene, conducive to sporting excellence and in regard for fellow athletes.
- Never argue with an official. If there is a disagreement it is the responsibility of the coach or Team Head to lodge an official complaint.
- Control your temper and exercise sportsmanlike behaviour at all times during training and competition. Accept victory and defeat with dignity and grace.
- Avoid participating in other activities that may cause injury prior to National and International competition that could affect the athlete's representative chances.
- In co-operation with the coach, take responsibility for input into a personal training program and record keeping of such.
- In co-operation with the coach, ensure that all medication prescribed for use is acceptable to the Australian Sports Drug Agency (ASDA) and to particularly uphold the AKF Inc. Drug Free Sport Policy.
- Comply with any team curfews at National Camps or while on tour at International Events.
- While travelling to or from any International Event, besides other clothing, Athletes must wear a minimum of the Australian National Team tracksuit top. While at the event and not competing all athletes must wear the National Team tracksuit in its entirety.

NOTE:

Serious breach of the 'Code of Behaviour' or a negative outcome from the Athlete's Ethos Report in the opinion of team officials will result in the competitor being banned from the remainder of the Championships, the Parents/Guardians of Juniors notified and the competitors being sent home by the first available transport. Any additional expense incurred will be the responsibility of the Parents/ Guardians/Athlete.

This will also result in disciplinary action being taken as per the Athletes Disciplinary Protocol.

CODE OF CONDUCT

THE ATHLETE – JUNIORS, CADETS & CHILDREN

- Work towards the attainment of his/her potential in co-operation with the coach and fellow athletes.
- Maintain high standards in personal health and hygiene, conducive to sporting excellence and in regard for fellow athletes.
- Never argue with an official. If there is a disagreement it is the responsibility of the coach or Team Head to lodge an official complaint.
- Control your temper and exercise sportsmanlike behaviour at all times during training and competition. Accept victory and defeat with dignity and grace.
- Avoid participating in other activities that may cause injury prior to National and International competition that could affect the athlete's representative chances.
- In co-operation with the coach, take responsibility for input into a personal training program and record keeping of such.
- In co-operation with the coach, ensure that all medication prescribed for use is acceptable to the Australian Sports Drug Agency (ASDA) and to particularly uphold the AKF Inc. Drug Free Sport Policy.

AS A TEAM MEMBER

- Work equally hard for yourself and your team. Your team's performance will benefit and so will your own.
- Keeping of late hours will detract from your own and your teams performance.
- Be a good sport. Encourage and support your own team members.
- Co-operate with your coach and team mates. Show respect for your opponents and their skills.
- Be friendly to all participants.
- Smoking, drinking of alcoholic beverages or the taking of non-prescribed drugs is strictly forbidden.
- Entering licensed premises unless under the supervision of team officials is strictly forbidden.
- While travelling to or from any International Event, besides other clothing, Athletes must wear a minimum of the Australian National Team tracksuit top. While at the event and not competing all athletes must wear the National Team tracksuit in its entirety.

AS A GUEST

- Respect the property and premises in which you are accommodated.
- Be courteous and be aware that there may be other guests in your hotel who deserve consideration.
- Do not engage in rowdy behaviour. Running and loud conversations in hotel hall-ways at night is not acceptable behaviour.
- Social activities other than those organised or approved by team officials are not permitted.
- Do not consume alcohol, smoke, or take non-prescribed drugs.

- Hotel lifts are to be used to convey people from one floor to another and are not to be used for any other purpose. If any individual is found to be using the lifts inappropriately, suitable action may be taken.
- Comply with any team curfews as set by the National Coaching Coordinator or Team Management.

NOTE:

Serious breach of the 'Code of Behaviour' or a negative outcome from the Athlete's Ethos Report in the opinion of team officials will result in the competitor being banned from the remainder of the Championships, the Parents/Guardians notified and the competitor being sent home by the first available transport. Any additional expense incurred will be the responsibility of the Parents/Guardians.

This will also result in disciplinary action being taken as per the Athletes Disciplinary Protocol.

D4. PARENT AND/OR GUARDIAN CODE OF CONDUCT

I agree –

As a parent/guardian of a player/participant in any activity held by or under the auspices of Karate, a member association or an affiliated club, you must meet the following requirements in regard to your conduct during any such activity or event:

- a) respect the rights, dignity and worth of others.
- b) remember that your child participates in sport for their own enjoyment, not yours.
- c) focus on your child's efforts and performance rather than winning or losing.
- d) never ridicule or yell at your child and other children for making a mistake or losing a competition.
- e) show appreciation for good performance and skilful plays by all players (including opposing players).
- f) 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.
- g) respect officials' decisions and teach children to do likewise.
- h) do not physically or verbally abuse or harass anyone associated with the sport (player, coach, umpire and so on).
- i) respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion.
- j) be a positive role model.
- k) understand the repercussions if you breach, or are aware of any breaches of, this code of behaviour.
- l) Above all follow the AKF Inc's **Common Code of Ethics**

PART E: REPORTING DOCUMENTS/FORMS**E1 RECORD OF INFORMAL COMPLAINT**

MPIO Name	Date: ___ / ___ / ___	
Complainant's Name	<input type="checkbox"/> Over 18	<input type="checkbox"/> Under 18
Role/status in Karate	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other _____	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official
Location/event of alleged issue		
Facts as stated by complainant		
Nature of complaint (category/basis/grounds) Can tick more than one box	<input type="checkbox"/> Harassment or <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Sexuality <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Pregnancy <input type="checkbox"/> Disability <input type="checkbox"/> Child Abuse	<input type="checkbox"/> Discrimination <input type="checkbox"/> Selection dispute <input type="checkbox"/> Personality clash <input type="checkbox"/> Bullying <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Physical abuse <input type="checkbox"/> Victimisation <input type="checkbox"/> Other _____
Feelings expressed by complainant (completing this may help to separate emotional content from facts)		
What they want to happen to fix issue		

What information I provided	
What they are going to do now	

This record and any notes must be kept in a confidential place – do not enter it on a computer system. If the issue becomes a formal complaint, this record is to be sent to *National President or Secretary*.

If mediated: Date of mediation - Were both parties present - Terms of Agreement - Any other action taken -	
If went to appeals tribunal: Decision Action recommended	
Resolution	<input type="checkbox"/> Less than 3 months to resolve <input type="checkbox"/> Between 3 – 8 months to resolve <input type="checkbox"/> More than 8 months to resolve
Completed by	Name: _____ Position held in AKF Inc: _____ Signature: _____ / ____ / ____
Signed by:	Complainant: _____ Respondent: _____

This record and any notes must be kept in a confidential place. If the complaint is of a serious nature, or is escalated to and/or dealt with at the national level, the original must be forwarded to the national body and a copy kept at the club/state/district level (whatever level the complaint was made).

E3 CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Before completing, ensure the procedures outlined in attachment C4 have been followed and advice has been sought from the relevant government agency and/or police.

Complainant's Name (if other than the child)		Date Formal Complaint Received: ____ / ____ / ____
Role/status in AKF Inc		
Child's name		Age:
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in AKF Inc	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Athlete/player <input type="checkbox"/> Spectator <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Support Personnel <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Official <input type="checkbox"/> Other _____	
Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:	
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)		
Police contacted	Who: When: Advice provided:	
Government agency contacted	Who: When: Advice provided:	

CEO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: _____ Position held in AKF Inc: _____ Signature: _____ / _____ / _____
Signed by	Complainant: _____ (if not a child)

This record and any notes must be kept in a confidential place and provided to the relevant authorities (police and government) should they require them.

E4 RECORD OF MEDIATION

Present at Mediation	
Date of mediation	
Venue of mediation	
Mediator	
Summary of mediation (minutes attached)	
Outcome of mediation	
Follow-up to occur (if required)	
Completed by: (signature)	
Signed by: Complainant (signature) Respondent (signature)	
Forward complete form to:	

E5 Record of Tribunal Decision

Complainant's Name		Date Formal Complaint Received: ____ / ____ / ____
Role/status in AKF Inc	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other _____	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official
Name of person complained about		
Role/status in AKF Inc	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other _____	<input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official
Location/event of alleged issue		
Description of alleged issue		
Nature of complaint (basis/grounds/category)	<input type="checkbox"/> Harassment or <input type="checkbox"/> Discrimination <input type="checkbox"/> Sexual/sexist <input type="checkbox"/> Selection dispute <input type="checkbox"/> Sexuality <input type="checkbox"/> Personality clash <input type="checkbox"/> Race <input type="checkbox"/> Bullying <input type="checkbox"/> Religion <input type="checkbox"/> Verbal abuse <input type="checkbox"/> Pregnancy <input type="checkbox"/> Physical abuse <input type="checkbox"/> Disability <input type="checkbox"/> Victimisation <input type="checkbox"/> Child Abuse <input type="checkbox"/> Other _____	
Methods (if any) of attempted informal resolution		
Support person (if any)		
Tribunal Members		
Tribunal Hearing Date and venue		
Tribunal Decision (attach report)		
Action recommended and any follow up report required		
Decision Appealed Date of Appeal lodged		
Appeal Hearing Date		

Appeal Decision (attach report)	
Action Recommended	
Completed by	Name: _____ Position held in AKF Inc: _____ Signature: _____ / ____ / _____
Signed by:	Complainant: _____ Respondent: _____