



# Dingley Football Netball Club

ABN 71 844 518 008

Souter Oval, Marcus Road

P.O. Box 47

Dingley Village, Victoria 3172

<http://www.dingleyfc.com.au>

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## Club Policy – Incident reporting Policy

**Date: 20<sup>th</sup> May, 2024.**

### Objectives

The Objective of the Incident reporting Policy is to ensure that incidents reported to the Dingley Football Netball Club. are dealt with appropriately as detailed within the Dingley Football Netball Club's constitution. All complaints will be dealt with by the Executive in the **STRICTEST OF CONFIDENTIALITY** and all complaints will remain **STRICTLY CONFIDENTIAL**.

The Dingley Football Netball Club aspires to be seen in the Community as a "Family Friendly" environment where families can come and enjoy a game of Football or Netball without having to deal with "rude, impolite or loutish" behaviour. Incidents such as drunkenness, abusive conduct, behaviour unbecoming of a Coach, Official, Club Member, Supporter or Member of the Public, or impinges on a person's human rights, regardless of whether they are affiliated with Dingley Football Netball Club or opposition club.

This policy also covers the process an individual or group may take if they have been the subject of abuse, or inappropriate behaviour via electronic means and/or via social media used by a Dingley Football Netball Club Coach, Official, Member Supporter or Member of the Public affiliated with the Dingley Football Netball Club.

### Incident Reporting

An incident register is a document used to record a summary of incidents that have occurred on club premises or during a club-run activity. Keeping it up to date will help to reduce club liability in the case of an incident, it will also help The Dingley Football Netball Club to identify the areas that we might need to improve.

### Why do we need an incident register?

Maintaining an incident register gives us a better understanding of events that may affect the safety of our members. It's also a valuable work, health and safety tool, a way to help our club identify risks occurring over time and can help us to develop strategies to reduce the risk of alcohol related violence, anti-social behaviour, whether on premise or via social media platforms.

### Reporting Process

The Dingley Football Netball Club recognises that not all people are willing to make an official complaint in writing. Therefore the Dingley Football Netball Club will accept responses in the form of:

- An email to the Secretary of the Dingley Football Netball Club eMail [secretary@dingleyfc.com.au](mailto:secretary@dingleyfc.com.au)
- A written letter to the Secretary at the above postal address.
- A text message to any Dingley Football Netball Club Official. This will then be forwarded to the Secretary of the Dingley Football Netball Club.
- A verbal complaint to any Dingley Football Netball Club Official. This will then be forwarded to the Secretary of the Dingley Football Netball Club.
- A complaint via an intermediary. This will then be forwarded to the Secretary of the Dingley Football Netball Club.

The Dingley Football Netball Club will acknowledge receipt of the complaint in writing to the complainant



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within 24 hours of the report being received.

Preliminary investigations will then begin by a member of the Dingley Football Club Executive. If the complaint is deemed to warrant further investigation, a sub committee will be formed comprising members of the Dingley Football Netball Club Executive or an appropriate independent investigator appointed by the Dingley Football Netball Club Executive. If the complaint relates to an opposing club, the secretary will forward the complaint to the opposition's secretary for them to investigate. Dingley Football Netball Club will assist and supply any evidence to help their investigation.

Any claim received that is considered to be vexatious in nature, will be responded to the complainant in writing on why.

## Responsibilities

It is the responsibility of the Dingley Football Netball Club Executive to ensure all complaints are dealt with in the **STRICTEST OF CONFIDENCE** and in an appropriate manner. Dingley Football Netball Club has a responsibility to investigate the complaint and decide whether further investigation is warranted. If the complaint requires further investigation, the Executive will form a sub committee to formally investigate the complaint. The following will then be undertaken:

- Interview the person (s) the complaint has been made against.
- Gather any corroborating evidence such as but not limited to:
  - Interviewing witnesses,
  - Receiving electronic witness statements,
  - Video images,
  - Texts,
  - eMails,
  - Social Media Platforms,
  - Any other object or form that may help form an understanding of the complaint.

Once the investigation or sub committee will report back to the Executive with the following:

- A written incident report with all appropriate documentation attached.

## Disciplinary action and sanctions

- Actions against the member, will be taken according to section 24, 25 and 26 of the Dingley Football Club Constitution in which the notice, decision and appeal rights are written.
- Nothing detailed in this policy will prohibit the club from taking immediate action against any individual or group.

## Outcomes

The Executive will then consider all evidence and come to a decision on appropriate sanctions which could include but not limited to:

- An official warning.
- Education and diversionary programs
- Suspension,



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- Expulsion from the club.

This policy has been developed in conjunction with the Dingley Football Netball Club relevant sections detailed below.

The DINGLEY FOOTBALL NETBALL CLUB Constitution states:

## **Section 24 – Notice to Member.**

1./ Before disciplinary action is taken against a member, the Secretary must give written notice to the member:

- (a) stating that the Association proposes to take disciplinary action against the member; and
- (b) stating the grounds for the proposed disciplinary action; and
- (c) specifying the date, place and time of the meeting at which the disciplinary subcommittee intends to consider the disciplinary action (the ***disciplinary meeting***); and
- (d) advising the member that he or she may do one or both of the following—
  - (i) attend the disciplinary meeting and address the disciplinary subcommittee at that meeting;
  - (ii) give a written statement to the disciplinary subcommittee at any time before the disciplinary meeting; and
- (e) setting out the member's appeal rights under rule 25.

2./ The notice must be given no earlier than 14 days, and no later than 7 days, before the disciplinary meeting is held.

## **Section 25 -- Decision of subcommittee**

1./ At the disciplinary meeting, the disciplinary subcommittee must:

- (a) give the member an opportunity to be heard; and
- (b) consider any written statement submitted by the member.

2./ After complying with subrule (1), the disciplinary subcommittee may—

- (a) take no further action against the member; or
- (b) subject to subrule (3)—
  - (i) reprimand the member; or
  - (ii) fine the member; or
  - (iii) suspend the membership rights of the member for a specified period; or
  - (iv) expel the member from the Association.

3./ The suspension of membership rights or the expulsion of a member by the disciplinary subcommittee under this rule takes effect immediately after the vote is passed.



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4./ Rule 19(3) shall apply in the same manner and to the same effect to suspension or expulsion under this rule as it does to resigning as a member.

## Section 26 - Appeal rights

1./ A person whose membership rights have been suspended or who has been expelled from the Association under rule 24 may give notice to the effect that he or she wishes to appeal against the suspension or expulsion.

2./ The notice must be in writing and given—

(a) to the disciplinary subcommittee immediately after the vote to suspend or expel the person is taken; or

(b) to the Secretary not later than 48 hours after the vote.

3./ If a person has given notice under subrule (2), a disciplinary appeal meeting must be convened by the Committee as soon as practicable, but in any event not later than 21 days, after the notice is received.

4./ Notice of the disciplinary appeal meeting must be given to each member of the Association who is entitled to vote as soon as practicable and must—

(a) specify the date, time and place of the meeting; and

(b) state—

(i) the name of the person against whom the disciplinary action has been taken; and

(ii) the grounds for taking that action; and

(iii) that at the disciplinary appeal meeting the members present must vote on whether the decision to suspend or expel the person should be upheld or revoked.

Dingley Football Netball Club.

Executive Committee

20<sup>th</sup> May, 2024