



AUSTRALIAN ICE HOCKEY FEDERATION INC

MEMBER PROTECTION BY-LAWS

RIGBY COOKE
Lawyers
Level 36
101 Collins Street
MELBOURNE VIC 3000

INDEX

| | | |
|----------|--|-----------|
| 1. | What is the purpose of these By-Laws?..... | 1 |
| 2. | What do these By-Laws Cover? | 1 |
| 3. | Who do these By-Laws Apply to? | 3 |
| 4. | What is the Status of these By-Laws? | 3 |
| 5. | What is Harassment? | 3 |
| 6. | What is Discrimination? | 5 |
| 7. | AIHF’s Codes of Conduct & Ethics..... | 7 |
| 8. | AIHF’s Right to Screen Preferred Applicants for Roles involving people under 18 years of age..... | 7 |
| 9. | What is an Offence under these By-Laws?..... | 9 |
| 10. | How do you make a Complaint? | 9 |
| 11. | What is the Process if you Make a Complaint? | 10 |
| 12. | When and to Who are you required to Notify of Abuse? | 11 |
| 13. | Investigation and Hearings | 11 |
| 14. | What Penalties May be Imposed? | 15 |
| 15. | How can a Person Appeal a Decision? | 15 |
| 16. | What do words in these By-Laws mean?..... | 16 |
| 1 | What is the Purpose of these By-Laws? | |
| 1.1 | The purpose of these By-Laws is to protect the health, safety and well being of all Australian Ice Hockey Federation Inc (“AIHF”) members and of those who participate in the activities of AIHF and its Member Associations. | |
| 1.2 | AIHF also seeks to provide a safe environment for those participating in the activities of AIHF and its Member Associations. | |
| 1.3 | These By-Laws confirm that AIHF will not tolerate harassment, discrimination or abuse of those involved in its activities, especially in relation to people under 18 years of age. | |
| 1.4 | These By-Laws also record AIHF’s commitment to strong ethical principles and its requirement that all members participating in its activities must comply with principles of responsible and professional behaviour. | |
| 1.5 | AIHF believes everyone who participates in its activities has the right to be treated with respect and dignity. They also have the right to have any Complaints dealt with in a fair, confidential and sensitive manner, and to be given the opportunity to be heard before any penalties are imposed. | |

- 1.6 These By-Laws also recognise that certain types of harassment and discrimination are unlawful and that the notification of abuse, in certain cases, is a legal requirement.
- 1.7 AIHF seeks to recruit and retain only those people who are safe and who commit to the principles set out in these By-Laws. To this end AIHF seeks the right to obtain a Police check and undertake a rigorous recruitment process before employing or engaging people to be involved in its activities, especially for roles involving people under 18 years of age.

2 What do these By-Laws Cover?

- 2.1 These By-Laws details a number of ways in which AIHF seeks to fulfil the purposes set out in part 1.
- 2.2 These include the following:
- a. it is an offence under these By-Laws to engage in “Harassment”, including engaging in abuse (see parts 5 and 6);
 - b. it is an offence under these By-Laws to engage in “Discrimination” (see part 6);
 - c. all coaches, judges, administrators and other officials are bound by a Code of Conduct and Ethics (see part 7 and attachments);
 - d. the right for AIHF to seek a Police check and to undergo a rigorous recruitment process for certain roles (see part 8);
 - e. the requirement to notify abuse, in certain situations (see part 12);
 - f. a process for making a Complaint about a possible breach of these By-Laws (see part 10);
 - g. a process for investigating and hearing a matter (see part 13);
 - h. a list of possible penalties which can be imposed (see part 14); and
 - i. an appeal process (see part 15).

3 Who do these By-Laws Apply to?

- 3.1 These By-Laws apply to:
- a. Board members of AIHF or a Member Association;
 - b. Employees of AIHF or a Member Association;
 - c. Coaches, managers and others appointed by AIHF or a Member Association;
 - d. Participants in activities and events held by or under the auspices of AIHF or a Member Association;
 - e. Member Associations;
 - f. Judges, officials, administrators or other persons appointed by AIHF or a Member Association;

- g. Any person who is a life member or associate member of AIHF or a Member Association.

4 What is the Status of these By-Laws?

- 4.1 These By-Laws are issued by (AIHF under rule 25 of the AIHF Constitution (old)/ by the Board of AIHF under rule 30 of the AIHF Constitution (new).)
- 4.2 Member Associations are required to take reasonable steps to distribute these By-Laws to individual members of AIHF.
- 4.3 These By-Laws may be changed from time to time by the Board.

5 What is Harassment?

- 5.1 Harassment is any behaviour by a person to whom these By-Laws apply which is offensive, abusive, belittling or threatening which is directed at any other person or a group of people and which refers to a particular characteristic of that person or group of people.
- 5.2 Whether or not the behaviour is Harassment is to be determined from the point of view of the person receiving the Harassment. The recipient must consider the behaviour to be unwelcome. It does not matter whether or not the person harassing intended to offend. The behaviour must also be assessed objectively in that it must be the type of behaviour which a reasonable person would find unwelcome.
- 5.3 Harassment can be expressed or implied, physical, verbal or non-verbal. Examples include, but are not limited to:
- a. Abusive behaviour aimed at humiliating or intimidating;
 - b. Jokes or comments directed at a person's body, looks, age, race, religion, sexual orientation or disability (this may also be Discrimination);
 - c. Unwelcome remarks including teasing, name calling or insults (for example to judges or other officials);
 - d. Innuendo or taunting;
 - e. Offensive emails, letters, notes;
 - f. Displaying offensive materials e.g. posters, computer screen savers;
 - g. Sexual propositions (see also Sexual Harassment).
- 5.4 Harassment includes:
- a. Sexual Harassment (see paragraphs 5.5 to 5.7 below);
 - b. Discrimination (see part 6); and
 - c. Abuse (see paragraphs 5.8 to 5.10 below).
- 5.5 Sexual Harassment means:
- d. an unwelcome sexual advance; or

- e. an unwelcome request for sexual favours; or
- f. unwelcome conduct of a sexual nature (including a statement, orally or in writing, of a sexual nature),

in circumstances where a reasonable person would have anticipated that the person being harassed would be offended, humiliated or intimidated.

5.6 Sexual harassment is often, but need not be, behaviour which either:

- a. involves blackmail or a quid pro quo, in that a direct or implied threat, promise or benefit accompanies the harassment. For example a coach who implies that an athlete's selection to a team is dependent on compliance with a sexual proposition; or
- b. creates a hostile or sexually permeated environment in that the harassment consists of crude remarks, jokes, the display of offensive material or by making the environment uncomfortable.

5.7 Examples of Sexual Harassment may include:

- a. Uninvited touching, kissing, embracing, massaging;
- b. Staring, leering, ogling;
- c. Smutty jokes and comments;
- d. Persistent or intrusive questions about people's private lives;
- e. Repeated invitations to go out, especially after prior refusal;
- f. Sexual propositions;
- g. The use of promises or threats to coerce someone into sexual activity;
- h. The display of sexually explicit material e.g. internet use, computer screen savers;
- i. Getting undressed in front of others of the opposite sex;
- j. Invading the privacy of others while showering or toileting;
- k. Photographing others while undressing showering or toileting;
- l. Sleeping in close quarters with children without other adults present;
- m. The use of offensive emails, letters, faxes, notes;
- n. Sexual insults and name-calling.

5.8 Sexual Harassment may be a criminal offence, for example indecent assault, rape, sex with a minor, obscene telephone calls or letters. If you have any doubt that an offence may have been committed you should notify the Police.

5.9 Abuse is also harassment. It includes:

- a. physical abuse (e.g. assault);

- b. emotional abuse, (e.g. blackmail, repeated requests or demands);
- c. neglect (i.e. failure to provide the basic physical and emotional necessities of life);
- d. abuse of power, which the harasser holds over the harassed.

Examples of relationships in (c) that involve a power disparity include a coach-athlete, manager-athlete, employer-employee, doctor-patient. People in such positions of power need to be particularly wary not to exploit that power.

5.10 Examples of abusive behaviour include:

- a. Bullying and humiliation of athletes by coaches;
- b. Abuse and insults directed by athletes or parents at opposing participants;
- c. Abuse of judges by athletes and coaches;
- d. In competition physical intimidation of other athletes;
- e. Practical jokes which cause embarrassment or which endanger others' safety.

5.11 Some forms of abuse may constitute a criminal offence, for example assault. If you have any doubt that an offence may have been committed you should notify the Police.

5.12 Harassment is an offence under these By-Laws (see part 9) and will be dealt with in accordance with these By-Laws (see parts 10 to 15).

6 What is Discrimination?

6.1 Discrimination is 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.

6.2 The attributes or characteristics are:

- a. Age;
- b. Disability – this includes loss of bodily function (e.g. deaf or blind), presence of disease (e.g. hepatitis or HIV), loss of part of the body, disfigurement, malfunction of part of the body, psychological disease, slow learning difficulties;
- c. Marital status – this covers whether the person is single, married, de facto, married but living separately from one's spouse, divorced, or widowed;
- d. Parental/Carer status – this includes whether the person is a step parent, adoptive parent, foster parent or guardian and also includes whether the person is childless or is a carer (e.g. of children, or other dependents);
- e. Physical features – this includes a person weight, size, height and other physical features;
- f. Political belief/activity;

- g. Pregnancy – this includes whether the person is with child, has the supposed signs or symptoms of pregnancy (e.g. large stomach, morning sickness);
- h. Race;
- i. Religious belief/activity;
- j. Sex or gender;
- k. Sexual orientation.

6.3 The areas of public life in which Discrimination under these By-Laws is not permitted are in:

- a. employment (including unpaid employment) by AIHF or a Member Association;
- b. the provision of goods and services by AIHF or a Member Association;
- c. the selection or otherwise of any person for competition (domestic or international) by or on behalf of AIHF or a Member Association;
- d. the entry or otherwise of any athlete or other person to any competition held by or under the auspices of AIHF or a Member Association (note the exception in clause 6.9 below);
- e. membership (including the rights and privileges of membership) of AIHF, a Member Association or any club which is a member of a Member Association;

6.4 Not only is Discrimination unlawful, but AIHF also considers it is wrong because it denies people a chance by judging them on the basis of stereotypes or assumptions about what they can or cannot achieve.

6.5 Discrimination also includes indirect discrimination. This is where a person imposes or intends to impose a requirement, condition or practice which on its face is not discriminatory, but it has the effect of discriminating against a person(s) with a particular attribute.

6.6 Discrimination also includes victimisation. This is where a person is subject to, or is threatened, any detriment or unfair treatment, because that person has or intends to pursue their legal rights under anti-harassment legislation or these By-Laws.

6.7 Requesting, assisting, instructing, inducing or encouraging another person to engage in discrimination, is also Discrimination.

6.8 In addition to the description of Discrimination in paragraphs 6.1 to 6.7, any behaviour or conduct which is discrimination under any Federal or State legislation is discrimination for the purposes of these By-Laws.

6.9 Discrimination is permitted if one of the exemptions under the applicable Federal or State legislation applies. These may include the following:

- a. in relation to the selection of a team for competition or entry to a competition (in paragraphs 6.3 (c) and (d) above), Discrimination on the basis of a person's gender is permitted if the strength, stamina and physique of the competitor is relevant. However this exception cannot be used to discriminate against the selection or entry in competitions of coaches, umpires, or administrators;

- b. for reasons of health and safety, Discrimination because of the person's pregnancy, disability or physical features is permitted if it is necessary to protect the health and safety or property of any person or of the public generally.

6.10 Discrimination is an offence under these By-Laws (see part 9) and will be dealt with in accordance with these By-Laws (see parts 10 to 15).

7 AIHF's Codes of Conduct & Ethics

7.1 To protect the health, safety and well being of all the people participating in the activities of AIHF and its members, AIHF has developed and issued a Code of Conduct and Ethics. It is attached to these By-Laws, and forms a part of them.

7.2 The AIHF Code of Conduct and Ethics applies to the same people to whom these By-Laws apply. (see part 3).

7.3 The Code of Conduct and Ethics is designed to reinforce conduct which AIHF considers is appropriate and to discourage behaviours which AIHF considers inappropriate. It sets criteria to help those to whom it applies to distinguish between correct and incorrect moral judgments.

7.4 Part of the Code of Conduct & Ethics deals with specific standards and requirements for administrators, coaches and athletes. These are called the "Administrators Code of Conduct and Ethics", the "Coaches Code of Conduct and Ethics", and the "Athletes Code of Conduct and Ethics", respectively (see attached to these By-Laws). These are in addition to the general Code of Conduct & Ethics.

7.5 Although already binding under these By-Laws, any coach who wishes to be, or is, accredited under the National Coaching Accreditation Scheme must sign the Coaches Code of Conduct and Ethics form attached to these By-Laws.

7.6 Breach of the Code of Conduct and Ethics, including any of the specific parts of it which apply to administrators, coaches or athletes, is an offence under these By-Laws (see part 9) and will be dealt with in accordance with these By-Laws (see parts 10-15).

8 AIHF's Right to Screen Preferred Applicants for Roles involving people under 18 years of age

8.1 Another way in which AIHF seeks to protect the health, safety and well being of all the people participating in the activities of AIHF and its members, is to screen Preferred Applicants for certain roles.

8.2 The roles where screening is to be carried out are those within AIHF or any Member Association (whether paid or unpaid) which involve coaching, managing or supervising in any other way, participants in Ice Hockey who are under 18 years of age.

8.3 Screening of Preferred Applicants for the roles in paragraph 8.2 shall include:

- a. Checking the applicant's referees;
- b. Interviewing the applicant; and
- c. Obtaining a Police Check of the applicant.

8.4 AIHF and Member Associations are highly recommended to undertake the steps in paragraph 8.3(a)

- 8.5 A Police check is mandatory under these By-Laws for any Preferred Applicant for a role of the types set out in paragraph 8.2.
- 8.6 The purpose of a Police check is to see whether the Preferred Applicant has any previous criminal convictions. If the person has committed offences then the following requirements apply:
- a. If the offence (whenever it occurred) is one involving dishonesty, drugs, violence, an offence against a person (e.g. sex offences, assault) or an offence which in any way involved persons under 18 years of age, then they must not be appointed to the role. If that person is appointed to a role then this is an offence under these By-Laws (see part 9) and the member concerned will be dealt with in accordance with these By-Laws (see parts 10-15);
 - b. If the offence is other than those in (a), such as an offence to property or a minor traffic offence, then the person may be appointed, subject to satisfaction of other criteria for the role. However AIHF or the Members State (whichever is making the appointment) must consider the length of time since the offence occurred. If it is a recent offence (in last 5 years) the person should not be appointed. If the offence was committed many years ago (10 years or more) the person may be appointed.
- 8.7 All persons to whom these By-Laws apply must agree to AIHF or the relevant Member Association obtaining a Police check of them from the federal and relevant State police if they apply for a role of the type set out in paragraph 8.2. (A consent form is attached for this purpose).
- 8.8 If a Preferred Applicant is not willing to agree to the Police check AIHF and the Member Association shall not appoint that person to the role concerned. Breach of this requirement by AIHF or a Member Association is an offence under these By-Laws (see part 9) and will be dealt with in accordance with these By-Laws (see parts 10 to 15).
- 8.9 All information obtained during the course of screening (including any Police Check) must be kept confidential to the persons or committee within AIHF or the Member Association who has been delegated the task of investigating and/or making the appointment for the role. Information collected during the screening about a Preferred Applicant which is not appointed to the role must be returned to the applicant and not retained by AIHF or the Member Association, unless the applicant agrees for you to do so.
- 8.10 In addition to obtaining Police checks for Preferred Applicants, AIHF and Members States are highly recommended to also consider obtaining the consent of existing appointees (where paid or unpaid) in roles of the type set out in paragraph 8.2 within AIHF or a Member Association. This check should be done every 3 years or if there is cause for concern about a particular person. This is however a mandatory requirement. If the check reveals an offence of the type set out in paragraph 8.6(a) then steps should be taken to end the appointment. Note legal advice should be sought before such termination occurs.

9 What is an Offence under these By-Laws?

- 9.1 It is an offence under these By-Laws for any person to whom these By-Laws apply (including a Member Association) to:
- a. Engage in Harassment of another person/s in the course of, or arising out of (whether directly or indirectly), their role with AIHF or the Member Association ;
 - b. Engage in Discrimination against a person/s as set out in applicable federal or state legislation and/or on the grounds set out in paragraph 6.2 and in the areas set out in paragraph 6.3, and in the course of, or arising out of (whether directly or indirectly), their role with AIHF or the Member Association,

- c. Abuse another person/s in the course of, or arising out of (whether directly or indirectly), their role with AIHF or the Member Association;
- d. Breach any part of the AIHF Code of Conduct and Ethics including any part of the Administrators Code of Conduct and Ethics, the Coaches Code of Conduct and Ethics or the Athletes Code of Conduct and Ethics;
- e. Employ or appoint a person to a role within AIHF or any Member Association (whether paid or unpaid) which involves coaching, managing or supervising, in any other way, participants in Ice Hockey who are under the age of 18 years:
 - (i) without first obtaining a Police Check; or
 - (ii) where the Police check reveals the person has committed an offence of the type set out in paragraph 8.3(a).
- f. for a person listed in paragraph 10.3 to fail to comply with the procedures in these By-Laws for dealing with a Complaint;
- g. make a frivolous, vexatious or malicious Complaint under part 10; or
- h. fail to enforce a penalty imposed by the [insert body] under part 14.

9.2 Any circumstances which may be an offence may be the subject of a Complaint (under part 10) and/or be investigated and referred to a hearing under part 13 of these By-Laws.

10 How do you make a Complaint?

10.1 Any person may make a complaint about a person to whom these By-Laws apply if they consider that person has, or may have, committed an offence and/or breached any part of these By-Laws (a "Complaint")

10.2 A Complaint may be made in writing or verbally.

10.3 A Complaint may be made to any one of the following people within AIHF or a Member Association:

- a. the Member Protection Officer (a list of the persons appointed to these positions is attached);
- b. any person who is an employee or appointed representative or official of AIHF or a Member Association;
- c. a coach, manager or other person appointed by AIHF or a Member Association.

10.4 Making a frivolous, vexatious or malicious Complaint is an offence under these By-Laws and will be dealt with as set out in part 14.

11 What is the Process if you Make a Complaint?

11.1 If a person listed in paragraph 10.3 receives a Complaint of Harassment, Discrimination or Abuse (but not abuse of a person under 18 years of age) s/he must ask whether the complainant wishes them to:

- a. simply listen and advise the complainant about what their options are and what the complainant might do;

- b. act as a mediator between the complainant and the alleged offender to try and resolve the Complaint; or
- c. report the Complaint to the relevant AIHF or Member Association Member Protection Officer for it to be further investigated.

11.2 Having determined the complainant's wishes in paragraph 11.1, the person listed in paragraph 10.3, must (subject to clause 11.3):

- a. act in accordance with the complainants wishes as set out in paragraph 11.1 (a),(b) or (c); and
- b. keep the matter confidential and only discuss it with those people whom the complainant has authorised you to speak to about the Complaint.

11.3 If the Complaint involves Abuse of a person under 18 years of age, the person listed in paragraph 10.3 must report:

- a. the Complaint to the relevant Member Protection Officer in accordance with paragraph 11.7 instead of the process under paragraph 11.4; and
- b. the information to the relevant authority, if required by law (see part 12).

11.4 If a person listed in paragraph 10.3 receives a Complaint which may be:

- a. in breach of the AIHF Code of Ethics and Conduct, or
- b. an offence under these By-Laws as set out in part 9 (other than Harassment, Discrimination or Abuse which is dealt with under clause 11.2);
- c. abuse of a person under 18 years of age; or
- d. where the complainant has requested their Complaint of Harassment, Discrimination or Abuse (in paragraph 11.2) be reported to a Member Protection Officer, then

the person must immediately report such Complaint to the relevant AIHF and/or Member Association Member Protection Officer.

11.5 Upon a Member Protection Officer receiving a Complaint under paragraph 11.4(d) s/he must:

- a. request the complainant to record their Complaint in writing and forward it to them;
- b. on receipt of that written Complaint, immediately notify the alleged offender that a Complaint has been made and provide them with a copy of the written Complaint;
- c. attempt to mediate a resolution to the Complaint between the complainant and the alleged offender; and
- d. if the mediation does not resolve the Complaint, refer the matter to investigation and/or hearing under part 13 of these By-Laws. If the matter is resolved it shall go no further.

11.6 In any other case, upon a Member Protection Officer receiving a Complaint under paragraph 11.4 the officer shall refer the matter for investigation and/or hearing under part 13 of these By-Laws.

12 When and to Who are you required to Notify of Abuse?

- 12.1 Each State and Territory in Australia has reporting requirements for certain people and organisations to notify where there is suspected abuse of children.
- 12.2 Attached is a summary of the grounds on which persons to whom these By-Laws apply *may* have to report suspected abuse and the contact details for doing so.

13 Investigation and Hearings

- 13.1 Where AIHF or a Member Association receives:
- a. information from any source whatsoever (but which is not a Complaint), or
 - b. a Complaint which is reported by a Member Protection Officer;
- the Chief Executive of AIHF and/or the President of the relevant Member Association, as the case may be, shall follow the procedures set out in this part 13.
- 13.2 Upon receipt of the information or a Complaint in paragraph 13.1, the Chief Executive of AIHF and/or the President of the relevant Member Association, as the case may be, shall investigate the matter as s/he thinks fit to ascertain whether in their opinion there is reasonable cause to suspect that an offence under these By-Laws may have been committed.
- 13.3 If the Chief Executive of AIHF and/or the President of the relevant Member Association, as the case may be, considers there is reasonable cause to suspect that an offence under these By-Laws may have been committed, s/he shall refer the matter to the AIHF [insert appropriate body to hear the matter ie. Ethics Committee?].
- 13.4 The procedure following the referral in clause 13.3 shall be as set out [we to insert procedure to follow upon body being finalised].
- 13.5 In addition, upon the referral to the [insert body] under clause 13.3, the [insert body] may in its discretion, where it considers there is a risk to the safety and welfare to the complainant or to others, order that the alleged offender (“the defendant”) be:
- a. suspended from any role they hold with AIHF or the Member Association; and/or
 - b. banned from any event or activities held by or under the auspices of AIHF or Member Associations; and/or
 - c. required not to contact or in any way associate with the complainant or other person about whom the alleged offence relates;
- pending the determination of the hearing.
- 13.6 The defendant may appeal a decision of the AIHF [insert body] to suspend to the AIHF [insert appeal body].

14 What Penalties May be Imposed?

- 14.1 The penalties which may be imposed by the [insert body] for an offence under these By-Laws are those set out in (rule 6 of the AIHF Constitution (old) rule 11 of the AIHF Constitution (new)).
- 14.2 In particular the category of penalty described as “otherwise deal with any member or any member or officer” for an offence under these By-Laws may include:

- a. requiring the defendant to attend counselling to address their behaviour;
- b. termination of the appointment to the role which the defendant holds with AIHF or the Member Association;
- c. the payment of compensation to the complainant and/or others who were subject to the behaviour committed by the defendant;
- d. in the case of an Accredited Coach, de-register such accreditation for a period or indefinitely;
- e. the withdrawal of any awards, placings, records won in any event and competitions conducted by or under the auspices of AIHF or the Member Association from the date the offence was committed (as determined by the [insert body]); and
- f. require the defendant to repay all or part of any financial assistance (excluding any fee for service, wages or expenses) given to them by AIHF, a Member Association, the Australian Sports Commission or any federal or state funding agency from the date the offence was committed (as determined by the [insert body]).

14.3 If a penalty is imposed by the [insert body] the Chief Executive shall notify every Member Association of such penalty. Each Member Association is required to use its best endeavours to notify its members of such penalty.

14.4 Any penalty imposed under clause 14.2 shall be recognised and enforced by every member of AIHF, including every Member Association. The failure to do so is an offence under these By-Laws and will be dealt with as set out in part 14.

15 How can a Person Appeal a Decision?

15.1 The defendant or the complainant in proceedings held under part 14 may appeal a decision of the [insert body] made under part 14 of these By-Laws.

15.2 The process for such appeal is [to which body?].

16 What do words in these By-Laws Mean?

16.1 In these By-Laws the following words shall be construed with the following meaning:

“Abuse” means a form of Harassment and as more specifically set out in part 5, clauses 5.9 to 5.11 of these By-Laws.

“Accredited Coach” means a coach who is accredited by AIHF through the Australian Coaching Council under the National Coaching and Accreditation Scheme.

“Australian Sports Commission” means the government agency established under the Australian Sports Commission Act 1989 and includes the Australian Institute of Sport.

“AIHF” means the Australian Ice Hockey Federation Incorporated.

“AIHF Constitution” means the Statement of Purposes and Rules of AIHF.

“By-Laws” and **“these By-Laws”** means these Member Protection By-Laws.

“Chief Executive” means the person employed or appointed by AIHF in the role of Chief Executive or its equivalent role.

“Complaint” means a complaint made under part 10 of these By-Laws.

“Discrimination” means a form of Harassment and as more specifically set out in part 6 these By-Laws.

“Harassment” has the meaning set out in part 5 of these By-Laws.

“[insert body]” means the [insert body] of AIHF established and operating under the AIHF Constitution.

“Member Associations” means the constituent associations and league associations, recognised under (rule 4 (old) rule 3 (new)) of the AIHF Constitution as being Member Associations.

“Preferred Applicant” means a person which is chosen from a list of applicants for a role (whether paid or unpaid) as preferred for that role. This is commonly known as a short listed applicants.

“Sexual Harassment” means a form of Harassment and as more specifically set out in part 5, clauses 5.5 to 5.8 of these By-Laws.

AIHF Code of Conduct & Ethics

As a member of AIHF you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of AIHF or a Member Association and in any role you hold within AIHF or a Member Association:

- 1 Respect the rights dignity and worth of others.**
- 2 Be fair, considerate and honest in all dealing with others.**
- 3 Be professional in, and accept responsibility for your actions.**
- 4 Make a commitment to providing quality service.**
- 5 Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.**
- 6 Be aware of, and maintain an uncompromising adhesion to AIHF standards, Constitution, By-Laws and policies.**
- 7 Operate within the rules of Ice Hockey including national and international guidelines, which govern AIHF and the Member Associations.**
- 8 Understand your responsibility if you breach, or are aware of any breaches of this Code of Conduct & Ethics.**
- 9 Do not use your involvement with AIHF or a Member Association to promote your own beliefs, behaviours or practices where these are inconsistent with those of AIHF and the Member Associations.**
- 10 Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.**
- 11 Refrain from any form of abuse towards others.**
- 12 Refrain from any form of harassment towards, or discrimination of, others.**
- 13 Provide a safe environment for the conduct of the activity.**
- 14 Show concern and caution towards others who may be sick or injured.**
- 15 Be a positive role model.**

AIHF Administrators Code of Conduct & Ethics

As an administrator of AIHF or a Member Association you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of AIHF or a Member Association and in any role you hold within AIHF or a Member Association:

- 1 Be fair, considerate and honest in all dealing with others.**
- 2 Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.**
- 3 Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.**
- 4 Resolve conflicts fairly and promptly through established procedures.**
- 5 Maintain strict impartiality.**
- 6 Maintain a safe environment for you and others.**
- 7 Be aware of your legal responsibilities.**
- 8 Be a positive role model for others.**



AIHF Coaches Code of Conduct & Ethics

As a coach appointed by AIHF or a Member Association you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of AIHF or a Member Association and in any role you hold within AIHF or a Member Association:

1. **Respect the rights, dignity and worth of the every human being**
 - Within the context of the activity, treat everyone equally regardless of sex, ethnic origin or religion.
2. **Ensure the athlete's time spent with you is a positive experience**
 - All athletes are deserving of equal attention and opportunities.
3. **Treat each athlete as an individual**
 - Respect the talent, developmental stage and goals of each individual athlete.
 - Help each athlete reach his or her full potential.
4. **Be fair, considerate and honest with athletes**
5. **Be professional in and accept punctuality, responsibility for your actions**
 - Language, manner, preparation and presentation should display high standards.
 - Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators.
 - Encourage your athletes to demonstrate the same qualities.
6. **Make a commitment to providing a quality service to your athletes**
 - Maintain or improve your current coaching accreditation.
 - Seek continual improvement through performance appraisal and ongoing coach education.
 - Provide a training program which is planned and sequential.
 - Maintain appropriate records.
7. **Operate within the rules and spirit of your sport**
 - The guidelines of international bodies governing your sport should be followed.
 - The Australian Sports Drug Agency provides By-Laws to operate within.
8. **Any physical contact with athletes should be:**
 - appropriate to the situation.

- necessary for the athlete's skill development.
9. **Refrain from any intimate relationship or affair with your athletes**
 - even if the relationship is with the consent of the athlete you should avoid them.
 10. **Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible**
 11. **Refrain from any form of personal abuse verbal, physical towards your athletes**
 - This includes verbal, physical and emotional abuse.
 - Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care.
 12. **Refrain from any form of sexual harassment towards your athletes**
 13. **Provide a safe environment for training and facilities and competition**
 - Ensure equipment and facilities meet safety standards.
 - Equipment, rules and the environment need to be appropriate for the age and ability of the athletes.
 14. **Show concern and caution towards sick and injured athletes**
 - Provide a modified training program where appropriate.
 - Allow further participation in training and competition only when appropriate.
 - Seek medical advice when required.
 - Maintain the same interest and support towards sick and injured athletes.
 15. **Be a positive role model for Ice Hockey and athletes**

AIHF Athletes Code of Conduct & Ethics

As a participant in any activity held by or under the auspices of AIHF or a Member Association you must meet the following requirements in regard to your conduct during any such activity or event

[to be inserted]

AIHF Coaches Code of Conduct & Ethics Agreement Form

Any person seeking to be registered or re-registered to the National Coaching Accreditation Scheme administered by the Australian Coaching Council must complete this form.

I, (print full name)

of

... .. (street address)

... ..(State) (postcode)

wish to register/re-register (please circle) for the following Australian Coaching Council coaching qualification

Level 1 (please circle)

Level 2

Level 3

I, agree and declare that:

- 1 I have read the AIHF Member Protection By-Laws and in particular the AIHF Coaches Code of Conduct and Ethics and agree to comply with them.
- 2 I acknowledge that disciplinary action may be taken against me (including de-registration of my accreditation) if I commit an offence under the By-Laws which includes a breach of the Coaches Code of Conduct and Ethics.

Signature:

Date:

PLEASE RETURN THIS FORM ONCE SIGNED TO YOUR STATE ICE HOCKEY ASSOCIATION

List of Current Member Protection Officers

as at [insert date] 2005

AIHF Member Protection Officer

[name]

[address]

[phone/fax etc]

AUSTRALIAN ICE HOCKEY FEDERATION INC.

Authorisation for Police Check Form

I,..... (print full name)

previously known as

..... (maiden or former names)

of

.....

.....(address)

Aged: years Born on /... .. /... .. at

Drivers Licence No:

Request you to make available to such person as is authorised by the [Australia Ice Hockey Federation Inc or insert name of Member Association] to receive such information from the

- (a) federal police; and
- (b) the [insert relevant State] Police

of the details of any convictions, charges laid or investigations commenced that the Police has in its possession with reference to me.

..... (signature)

..... (witness signature)

..... /... .. /... .. (date)

**SUMMARY OF GROUNDS AND
CONTACTS FOR NOTIFICATION OF ABUSE**

See part 12

| Grounds | Contact Details |
|---|---|
| <p>NSW: (1) where medical practitioner, person in a profession (including teaching, counselling, early childhood teaching) or Principal or Dep Principal of a school, has reasonable grounds to suspects that a child (under 16 yrs) has been abused or</p> <p>(2) person in their professional work or other paid employment delivers health care, welfare, education, children's services, residential services or holds a management position in an organisation the duties of which include direct responsibility for or direct supervision of the provision of health care, welfare etc, and that person has reasonable grounds to suspect a child is at risk of harm.</p> <p>Must report as soon as practicable.</p> <p>In addition any person may report abuse of a child (under 17 years).</p> <p><i>Children (Care & Protection) Act 1987</i> <i>Children (Care & Protection) By-Laws 1996</i> <i>Children (Care & Protection) Act 1998</i></p> | <p>Director General, Mr Loftus Harris Level 35 Govt.Macquarie Bldg 1 Farrer Place Sydney ,NSW 2000 Phone (02) 9228 4787; or</p> <p>Dept of Community Services 164-174 Liverpool Rd Ashfield, NSW 2131 Phone (02) 9716 2222</p> |
| <p>QLD: where medical practitioner suspects on reasonable grounds the maltreatment or neglect of a child (under 17 yrs) which has or might subject a child to unnecessary injury, suffering or danger. Must report within 24 hours.</p> <p><i>Health Act 1937</i></p> | <p>Family Youth & Community Care GPO Box 806 Brisbane QLD 4001 Phone (07) 3224 8045</p> |

| | |
|---|---|
| <p>SA: where medical practitioner, nurse, dentist, psychologist, member of police force, social worker, teacher, or person employed or volunteer in agency which provides health, welfare education child care partly or wholly for children, or holds a management position in an organisation the duties of which include direct responsibility for or direct supervision of the provision of those services, suspects on reasonable grounds that a child (under 18 yrs) has been or is being abused (including sexual, physical, emotional) or neglected.</p> <p>Must report as soon as practicable.</p> <p><i>Children's Protection Act 1993</i></p> | <p>Department of Family & Community Services Family & Youth Services Phone (08) 8226 7000 Child Abuse Hotline 131478</p> |
| <p>TAS: any person who suspects on reasonable grounds that a child (under 17 yrs) has suffered maltreatment or there is substantial risk of maltreatment.</p> <p>Discretionary whether or not to report</p> <p><i>Child Protection Act 1974</i></p> | <p>Dept of Human Services Phone (03) 9616 7777</p> |
| <p>NT: any person who believes on reasonable grounds that a child (under 18yrs) has suffered or is suffering maltreatment (physical injury, emotional or intellectual impairment etc).</p> <p>Must report as soon as practicable</p> <p><i>Community Welfare Act 1983</i></p> | <p>Police or</p> <p>Child Protection Unit Child & Family Protective Services P O Box Casuarina NT (08) 8922 7111</p> <p>Minister for Health, Family & Community Services Stephen Dunhman MLA GPO Box 3146 Darwin, NT Phone (08) 8999 6065</p> |
| <p>VIC: where medical practitioner, psychologist, nurse, teacher, police, youth worker etc in course of duties forms the belief in reasonable grounds that a child (under 17 yrs) is in need of protection (suffers significant harm as result of physical or emotional injury, abuse, harm or the child's development is or is likely to be harmed etc).</p> <p>Must report as soon as practicable.</p> <p><i>Children & Young Persons Act 1989</i></p> | <p>Dept of Human Services Child Protection Services Preston Office 48-56 May St Preston VIC Phone (03) 9479 6222</p> |
| <p>WA: Legislation commences Jan 2006</p> | <p>—</p> |

| | |
|---|---|
| <p>ACT: where a person on reasonable grounds suspects there exists or has existed circumstances in respect of a child (under 18 yrs) that it considers appropriate that action should be taken, may report such circumstances ; and</p> <p>Where a medical practitioner, dentist, nurse, teacher, police, or person employed to counsel children in a school, public servant whose duties relate to children, person providing childcare at licensed premises, suspects on reasonable grounds that a child (under 18yrs) has suffered physical injury (other than by accident) or has been sexually abused.</p> <p>Must report.</p> <p><i>Children Services Act 1986</i></p> | <p>Child Youth and Family Affairs Phone (02) 6207 1069 (north of Canberra) Phone (02) 6207 1466 (south of Canberra)</p> |
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