

Complaints, Disputes and Discipline Addendum

Policy Name: Complaints, Disputes and Discipline Addendum

Policy Number: V1.0

Document Type: Policy Addendum

Effective Date: April 2024

Last Reviewed: April 2024

Next Review: April 2027

Applicable Legislation:



Purpose Statement

Volleyball WA (VWA) supports the Volleyball Australia Complaints, Disputes and Discipline Policy (February 2024) and will endeavour to ensure compliance with the Volleyball Australia Complaints, Disputes and Discipline Policy and its subsequent dissemination and application with VWA staff and members.

This Addendum provides further framework and guidelines in accordance with the Volleyball Australia Complaints, Disputes and Discipline Policy.

Application

The Addendum applies to all VWA employees, contractors, volunteers, members and all other people or organisations which by agreement, or otherwise, are bound to comply with the Volleyball Australia Complaints, Disputes and Discipline Policy.

This Addendum applies to behaviour occurring during VWA business, activities, competitions, and events.

Addendum Statement

Implementation

To ensure appropriate implementation of the Volleyball Australia Complaints, Disputes and Discipline Policy within Western Australia, VWA includes the following in addition to the VA Complaints, Disputes and Discipline Policy:

- Reference to Volleyball Australia (VA) also implies a reference to Volleyball WA (VWA).
- Ensure compliance with legislative requirements.
- Volleyball WA notes that this Policy will be implemented to ensure that it does not contravene the requirements of the Volleyball WA Constitution Section 10 – Disputes and Mediation.

Volleyball WA Role and Responsibilities

- Take all reasonable steps necessary to ensure that all staff and members know:
 - What the Volleyball Australia Complaints, Disputes and Discipline Policy and VWA Addendum is.
 - Staff and Member roles and responsibilities are.
- This will be achieved by:
 - Including a copy of the Volleyball Australia Complaints, Disputes and Discipline Policy on the VWA website.
 - Distributing the Policy to all Clubs and Associations.
 - Included in the VWA staff Induction handbook and process.
 - Ensuring all VWA Staff and Club/Association personnel are educated with / provided information regarding the policy.

- Notifying staff and members upon joining Volleyball WA that they will be required to comply with the Volleyball Australia Complaints, Disputes and Discipline Policy and VWA Addendum.
- Participants in all VWA activities and/or events will be required to comply with this policy.

Volleyball WA Clubs and Association Role and Responsibilities

- Comply with the Volleyball Australia Complaints, Disputes and Discipline Policy and VWA Addendum and ensure information is made available to their members, volunteers and all other stakeholders.
- Collaborate with VWA staff to implement best practices.
- Report any areas of concern to VWA within a timely manner

Policy Breaches

VWA will take all breaches of the policy seriously and will ensure they are dealt with promptly, sensitively, and confidentially.

Disciplinary action may be taken against a person who is found in breach of this policy.

- Member - in accordance with the Complaints Management Procedure.
- Staff - in accordance with the Staff Misconduct Policy.

If a criminal offence is considered to have been committed, the appropriate authorities will be contacted for advice and guidance.

Document Control

Version History

| Date | Version number | Executive Summary of changes |
|------------|----------------|--|
| April 2024 | 1.0 | Addendum in accordance with the February 2024 Volleyball Australia Complaints, Disputes and Discipline Policy. |

Appendix & Relevant Procedures

This Addendum should be read in conjunction with the following documents:

- Volleyball Australia Complaints, Disputes and Discipline Policy
- VWA Anti-Harassment Policy
- VWA Complaints Handling Policy
- VWA Code of Conduct
- VWA Child Safeguarding Policy/VA Safeguarding Children and Young People Policy
- VWA Member Protection Statement/VA Member Protection Policy
- VWA Staff Conduct Policy