

Policy & Procedures Manual: Sydney Uni Intercollegiate Sport 2012

Sydney Uni Sport & Fitness and Sydney Uni Intercollegiate Delegates Committee



Sydney Uni
SPORT & FITNESS



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PREAMBLE

Sydney Uni Sport & Fitness (SUSF) is contracted by the heads of the University of Sydney's residential colleges* over the period of 2009-2013 to assist the Intercollegiate Delegates Committee (Intercol) in the management and operation the official Sydney Uni intercollegiate sport program (Rawson Cup and Rosebowl competitions only).

For the purposes of minimising harm, accident and injury to competitors, spectators and staff at intercollegiate sport events, this policy & procedures manual outlines relevant policies and procedures to guide those charged with responsibility for the program and at the competitions.

From 2009-2013 and as a result of the agreement between SUSF and the heads of the University of Sydney's residential colleges*, the intercollegiate sport program is recognised by the University of Sydney as a sanctioned activity of SUSF. Events or activities, sporting or otherwise, which are not Rawson Cup and Rosebowl competitions, do not operate under the auspices of SUSF.

*Not including Mandelbaum House and International House.

CODES OF CONDUCT

As members of SUSF and relevant college students clubs, student residents of those colleges participating in Rawson Cup and Rosebowl competitions are expected to abide by two codes of conduct: (1) the SUSF members code of conduct; and (2) the Intercol code of conduct. These codes of conduct outline the expectations and acceptable behaviours of competitors, spectators and staff participating in Rawson Cup and Rosebowl events, as well as the established penalties and disciplinary actions for misconduct.

All student residents will be presented with a copy of the codes of conduct on initial entry to residential college. To acknowledge the acceptance of the codes, student residents will be required to complete, sign and return the Codes of Conduct Official Declaration Form. These signed documents will be collected and stored by relevant Intercol delegates for a minimum of 5 years.

Sydney Uni Sport & Fitness Intercollegiate Sport Code of Conduct

Objectives

- To ensure high standards of performance and behaviour by Sydney Uni Sport & Fitness (SUSF) members when competing for the University of Sydney (USYD), SUSF or its constituent clubs.
- To build on the values, spirit and traditions of SUSF.

General

SUSF members must:

- Conduct yourself in a proper and professional manner so as not to bring yourself, USYD, SUSF, Sydney University Intercollegiate Delegates Committee (Intercol) or the residential colleges of the University of Sydney into public disrepute;
- Observe and comply with all reasonable directions given by representatives of USYD, SUSF and/or its constituent club officials;
- Wear the approved uniform in all events when participating under the name of USYD, SUSF or its constituent clubs, including any official events in which the uniform is required;
- Only engage in lawful behaviour;
- Conduct yourself so as to obtain and maintain your greatest physical health and fitness so that your duties to your college team are carried out to the best of your ability;
- Not consume alcohol or other drugs at any sports venue or on board any vehicle;
- Not attempt to use, have in your possession, attempt to have in your possession, traffic or attempt to traffic a drug of dependence;
- Not take substances or use methods prohibited by the International Olympic Committee (IOC), as referred to on IOC list of doping classes and methods;
- Lodge any dispute through the correct channels i.e. via Intercol;
- Accept that the media spokesperson on all matters will be the representatives of USYD, SUSF and/or its constituent club officials or, heads of college;
- Adhere to the required rules and requirements associated with competitions, specified through the Intercol Constitution. Failure to do so may result in penalties for your college team;
- Abide by the SUSF Intercollegiate Sport Code of Conduct, Privacy and OH&S policies; and
- Abide by the Intercol Code of Conduct at Rawson Cup and Rosebowl competitions/events.

Social Behaviour

SUSF members must:

- Behave in an appropriate manner outside of the sporting arena, whether at social events or acting as a spectator and at no time harass officials, spectators or other participants. Demonstrate appropriate and responsible behaviour at all times. Follow the directions of the event officials and/or security;
- Respect all members of your college, team and other college clubs and teams;
- Show respect for others and for public property;
- Regardless of the level of provocation, if a SUSF member is the target of a physical assault they should, where possible, avoid responding and seek assistance from venue security or police;
- Condemn any form of sexual assault or harassment and recognise that an uninvited sexual advance may constitute harassment or assault;
- Recognise that no means no and that consent to sexual encounters must be informed, mutual and given freely;
- Be aware of the impact of group behaviour on people around them. Make sure that they are not doing anything to unduly interfere with other people's ability to socialise or enjoy facilities;
- Under no circumstances use foul or derogative language, behaviour or insinuations; and
- Refrain from indecent exposure by being fully and appropriately clothed at all times.

Playing and Duty

SUSF members must:

- Obey instructions from competition staff, team or match officials and accept decisions made by them. Comply with the rules of the sport governing acceptable behaviour on the playing field;
- Behave in a fair and sporting manner at matches and events;
- Support other members of your team and your college in a positive way. Encourage fellow college and team members to strive for their best and to follow the rules and officials decisions;
- Not compete in events if suffering from obvious effects of alcohol or other drugs;
- Condemn the use of violence on any terms, be it by spectators, coaches, officials or participants. Avoid foul/derogatory language and deliberately distracting or provoking an opponent; and
- Report any injuries to representatives of SUSF, the event convenor or Intercol and carry out any reasonable instructions as a result of the injury.

Alleged Breaches

Alleged breaches of the SUSF Intercollegiate Sport Code of Conduct and alleged breaches of the rules of your sport will be investigated in accordance with the policies and procedures of SUSF and Intercol if the alleged breach occurs at a Rawson Cup or Rosebowl event. Intercol and SUSF will decide on the consequences which may include (but are not limited to) suspension from the next match or fixture, suspension from one or more days of competition, suspension from the event, suspension from future Rawson Cup or Rosebowl events, notification to the state or national body of the sport, reference to USYD. At Rawson Cup and Rosebowl events, SUSF and Intercol may, at their discretion, terminate membership of the team, exclude members from competition, competition venues and social venues or send individuals home. Any costs involved with these actions will be the responsibility of the individual. Each member is accountable to their team, college, SUSF, USYD and Intercol (when at Rawson Cup and Rosebowl competitions/events).

Intercol Code of Conduct

INTERCOL CODE OF CONDUCT

The University of Sydney Colleges form the oldest and most respected collegiate system within Australia, renown both for the strength and independence of individual colleges and the spirit of the community as a whole. This reputation is built on traditions of decency, honesty and fierce competition carried out in a spirit of sportsmanship. In keeping with this heritage, membership of your College, and thus of the wider Inter-College community, places the following expectations upon your standards of behaviour.

You will be asked to sign a declaration stating that you consent to the terms of this document and that you understand you will face disciplinary action for any breach of the guidelines.

1. GENERAL BEHAVIOUR

All actions and behaviour undertaken as a College member are subject to both individual College harassment policies and the Intercol Harassment Policy (1996). Any form of harassment, whether it be sexual, racial, religious or otherwise, will not be tolerated. All College members should be familiar with the provisions of both College and Intercol policies.

Penalty for Breach: Individual fines up to \$250, suspension or expulsion from College. The matter may also be referred to the University Harassment Officer, other University authorities or the Police.

2. ROSEBOWL & RAWSON CUP EVENTS

Support in sporting competitions should focus on positive encouragement, not negative criticism or sledging. The vilification or abuse of other Colleges by spectators is not acceptable behaviour.

Penalty for Breach: Individual fines of up to \$250, temporary or permanent banning from all Intercol and College social and sporting events, and/or suspension or expulsion from College. The College may also face fines of up to \$1000, suspension from Sydney University Sport facilities, loss of Rawson Cup/Rosebowl points, disqualification of College entries from Rawson/Rosebowl sports and/or the entire College's suspension from Intercol for a set period.

3. ALCOHOL POLICY

Alcohol should be used responsibly at all times. At sporting events, alcohol may only be consumed in compliance with Responsible Service of Alcohol guidelines, the Intercol constitution and the policy of individual venues.

Penalty for Breach: Individual fines of up to \$250, temporary or permanent banning from all Intercol and College social and sporting events, and/or suspension or expulsion from College. The College may also face fines of up to \$1000, suspension from Sydney University Sport facilities and/or the entire College's suspension from Intercol for a set period. Matters may also be referred to University authorities or the Police.

4. INTER-COLLEGIATE BEHAVIOUR

Any person caught vandalising, damaging or stealing from another College will face both internal and Intercol disciplinary action. Similarly, Intercol has the ability to take action against any person caught gatecrashing another College function or behaving inappropriately at any official Intercol function.

Penalty for Breach: Individual fines of up to \$250 plus value of damage and/or reporting of incident to the appropriate College, University authorities or the Police. The College may also face fines of up to \$1000, suspension from Sydney University Sport facilities and/or the entire College's suspension from Intercol for a set period.

5. COMPETITION IN ROSEBOWL, RAWSON CUP OR OTHER INTERCOL EVENTS

All competitors, in any form of Intercol competition, should be familiar with the rules governing the eligibility to compete and understand the penalties covering unlawful participation. All sports are carried out under the rules set by the governing state or national authority and may also be subject to special provisions under the Intercol constitution. Competitors should ensure they have full knowledge of the relevant regulations before starting the competition.

Penalty for Breach: Individual, team or College disqualification from any event. Any individual found to be in contravention of the rules governing eligibility will automatically disqualify the entire team. The College may also face fines of up to \$1000, suspension from Sydney University Sport facilities, loss of Rawson Cup/Rosebowl points, and/or the entire College's suspension from Intercol for a set period.

This Code of Conduct acts only as a summary of Intercol policy. For more details, consult Part V of the Sydney University Intercol Constitution (2001).

February 20, 2012

Codes of Conduct Official Declaration Form

Please complete all details and return to your college's Intercol Committee delegates.

Given Name/s: _____

Surname: _____

College (Please circle): Andrew's John's Paul's
 Sancta Wesley Women's

USYD Student? (Please circle): Yes No

Student No.: _____

Date of Birth: _____

Phone/Mobile: _____

E-mail: _____

By signing and submitting this form, I acknowledge that I have fully read and understand the expectations outlined by the Sydney Uni Sport & Fitness and Intercol codes of conduct.

I understand that breaches of these codes may lead to disciplinary action including (but not limited to): loss of SUSF membership; financial penalties for my college; and, suspension from Rawson Cup and Rosebowl competitions.

Signature: _____

Date: _____

PRIVACY STATEMENT

All personal information collected by Sydney Uni Sport & Fitness is collected in accordance with the National Privacy Principles contained in the Privacy Act 1988 (Cth). This information will not be disclosed to any unauthorised third parties without your consent. You can access the personal information we have collected a request a copy of our Privacy Policy by telephoning 9351 4960 or visiting the website on www.susf.com.au.

ANTI-HARRASSMENT POLICY

This policy has been collaborated upon consideration of the following documents:

- NSW Anti Discrimination Board Factsheet: Harrassment and sexual harassment
 - Policy on prevention of harassment (University of Sydney Union)
 - Staff policy and procedures manual (Sydney Uni Sport & Fitness)
-

Background

Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges recognise that any form of harassment including discrimination, sexual harassment or victimisation, is unlawful. Harassment undermines professional and peer relationships and should not be tolerated.

Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges are committed to ensuring that all participants are treated fairly and equitably in an environment free of harassment. All participants have a responsibility to contribute to the achievement of a productive, safe and equitable environment by avoiding practices which lead to, support or condone harassment. Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges should ensure that all participants in Rawson Cup and Rosebowl competitions understand their rights and responsibilities in relation to this policy.

Harassment is unlawful under the NSW Anti-Discrimination Act (1977), the Sex Discrimination Act (1984), Racial Discrimination Act (1975), Human Rights and Equal Opportunity Commission Act (1986) and the Disability Discrimination Act (1992). These laws prohibit discrimination and harassment in employment, education and service delivery.

Guidelines to Prevent Harassment

The following guidelines aim to inform all participants of conduct which constitutes unlawful harassment, actions which should be taken to prevent harassment and also procedures for dealing with harassment complaints.

What is harassment?

In NSW, it is against the law for you to be harassed because of your: sex; pregnancy; race or ethno-religious background (including colour, nationality, descent); marital status; age; sexual preference (actual or perceived); transgender status (actual or perceived); disability (actual or perceived, past, present or future); and career responsibilities (actual or presumed) in employment only.

In terms of anti-discrimination law, harassment is any form of behaviour that: you do not want; offends, humiliates or intimidates you; and targets you because of your sex, pregnancy, race, religion, age, marital status, sexual preference, disability, transgender status or career responsibilities.

Conduct that is considered as harassment can include:

- Verbal abuse or comments that put down or stereotype people;
- Derogatory or demeaning jokes intended to offend on the basis of stereotyped characteristics;
- Offensive communications (posters, letters, e-mails, faxes, screen savers web sites);
- Insults, taunting, name calling, innuendo or bullying;
- Engaging in behaviour that is embarrassing, humiliating or intimidating;
- Derogatory comments about race, religion or customs; and
- Teasing or offensive language and racist behaviour and mocking customs or cultures.

It is also against the law for a person to be harassed because of their relationship to, or association with, a person of a particular sex, race, age, marital status, homosexuality, disability, transgender status or carers' responsibilities.

What is sexual harassment?

Sexual harassment, according to anti-discrimination law, is any form of sexually related behaviour that: you do not want; and in the circumstances, a reasonable person would have expected you to be offended, humiliated or intimidated.

Examples of sexual harassment fall into the categories of those that are explicit, and those that are more subtle. Explicit forms are easier to identify as they often constitute overly offensive or intimidating behaviour.

Examples include

- Fondling, pinching, patting, touching, embracing;
- Repeated requests for dates, especially after prior refusal;
- Requests for sexual favours;
- Smutty jokes and comments;
- Sexually provocative remarks;
- Offensive, humiliating or intimidating displays of sexually graphic material; and
- Promises, propositions or threats in return for sexual favours.

The subtle forms tend to occur more frequently. Examples include:

- Leering, ogling or whistling;
- Sexually-oriented verbal remarks, jokes, etc.;
- Physical contact, such as purposely brushing up against another person's body;
- Suggestive comments about a person's physical appearance or sexual preferences;
- Inferences of sexual immorality;
- Persistent questions about a person's private life;
- Belittling comments based on sex-role stereotyping; and
- Invasion of personal space.

Forms of sexual harassment which constitute criminal action include:

- Physically molesting a person;
- Indecent exposure;
- Sexual assault; and
- Obscene phone calls, letters, emails, text messages or other electronic communication, etc.

The offensive behaviour does not have to take place a number of times; a single incident can constitute harassment. What is important is how the behaviour affects the person it is directed against. Even if the behaviour is not intended to offend, different social and cultural standards may mean that behaviour that is acceptable to some may be perceived as offensive by others.

Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges should ensure that all participants in Rawson Cup and Rosebowl events are treated equitably and are not subject to sexual harassment. They should also ensure that people, who make complaints, or witnesses, are not victimised in any way.

Victimisation is also against the law

It is against the law for anyone to hassle or victimise you or treat you unfairly because:

- You have complained to Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges or another person about harassment;
- You have complained to the Anti-Discrimination Board; or
- You have supported someone with a harassment complaint, or acted as a witness in a harassment case.

What conduct is not considered as unlawful harassment?

Behaviour that is not considered unlawful is behaviour that is based on mutual attraction, friendship and respect. Any interaction which is consensual, welcome and reciprocated is not harassment.

Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges have no concern with the private lives of participants. However, consensual personal relationships between staff members or between staff and students can be problematic because of a power imbalance in the relationship, or because of the potential for conflict of interest. Harassment usually occurs when power and/or authority is used inappropriately. Staff have a duty to disclose that conflict immediately to their supervisor.

Guidelines for Harassment Complaints

Making a complaint

What do I do if I'm harassed or sexually harassed at a sanctioned intercollegiate sport event?

You should, in the first instance, report the incident to the event convenor, an Intercol delegate, senior student, college sports secretary, Sydney Uni Sport & Fitness, or a head of college. If the incident is still occurring the event convenor should take appropriate action as required including notifying security, Sydney Uni Sport & Fitness and/or a head of college as required. A formal complaint should then be lodged with Intercol, of which it will be dealt with by the Intercol Tribunal as per the Intercol Constitution. A report outlining the complaint and recommended outcomes must be filed with the Intercol Council, Sydney Uni Sport & Fitness and relevant head of college.

Any acts of unlawful harassment will be regarded as misconduct and disciplinary action is applicable to those who have been proven to have breached the anti harassment policy. Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges will treat all

grievances and complaints made in relation to harassment seriously and confidentially and in accordance with the handling procedure.

At any stage in making a complaint, or if you feel that Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges are not dealing with your case effectively, or if you think that it is not appropriate to approach Intercol, Sydney Uni Sport & Fitness and heads of the residential colleges for assistance; you may contact the Anti-Discrimination Board of NSW for advice or guidance.

A separate complaint of victimisation can be lodged with the Anti-Discrimination Board of NSW if you have been victimised because of a harassment complaint.

The Anti-Discrimination Board of NSW

(02) 9268 5544

www.lawlink.nsw.gov.au/adb

How to handle an alleged harassment complaint

When dealing with cases of alleged harassment it is important to note that these cases will be different to other types of disputes. It is important to get a clear description of the incident in simple, clear language with a minimum of stress to all parties.

Receiving a complaint

- Impartiality is essential. Do not prejudge the matter;
- Listen to the complaint seriously and sympathetically;
- Allow the complainant to bring another person to the interview if they wish to do so;
- Get a broad outline of the grievance, then a step by step account. Two interviews may be necessary;
- Take accurate notes, using the complainant's own words, if possible;
- Check all details with the aggrieved person;
- Make a full investigation, promptly and confidentially; and
- Keep notes confidential.

Investigation

- Interview the alleged harasser, separately and impartially;

- State exactly what the alleged harasser is accused of, and say that you intend to make a full inquiry;
- Give them the opportunity to respond to the allegations;
- Make it clear that they do not have to answer questions put to them; and
- Find witnesses to the incident. Keep their involvement to the minimum to establish facts.

Outcomes

Outcome - Complaint substantiated

If you conclude that the complaint is substantiated - tell both parties of your decision and reasons for it.

- Decide on immediate and appropriate steps to prevent the behaviour from re-occurring;
- Note the complaint and outcome and forward to the concerned individuals, Intercol Council, Sydney Uni Sport & Fitness and relevant head of college;
- Review the situation to ensure that the behaviour has stopped and that the solution is working satisfactorily; and
- Keep in contact with the complainant to ensure they are not being victimised in any way for making the complaint

Outcome - Complaint not substantiated

If you conclude that the complaint is not substantiated - explain the reason for your findings to both parties. Report the findings and outcomes to Intercol Council, Sydney Uni Sport & Fitness and relevant head of college.

Those experiencing grievances can obtain information and advice from the following external agencies:

- NSW Anti-Discrimination Board
- Human Rights and Equal Opportunity Commission (HREOC)

February 20, 2012

Harassment Complaint Form

Grievances relating to behaviour or actions that contravene the Anti-Harassment Policy, or state or federal legislation MUST be recorded and handled appropriately.

TO BE COMPLETED BY INTERCOL / CONVENOR

Your name:	
Contact:	
College:	
Date of first contact:	
Date of interview:	

GRIEVANT DETAILS

Name of grievant:	
Contact:	
College:	
Has the complaint been made elsewhere?	Yes / No If yes, where?

Type of contact:

Person Phone Other

Type of grievance:

Harassment Sexual Harassment Discrimination
 Victimization Other

DETAILS OF GRIEVANCE

OUTCOME SOUGHT

ACTION TAKEN / ADVICE PROVIDED

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Investigation of complaint required by Intercol Tribunal:

Yes No

Date / time of Tribunal Hearing communicated to all parties:

Sydney Uni Sport & Fitness and relevant head/s of college advised:

Yes No

COMPLAINT OUTCOME

Date of outcome:

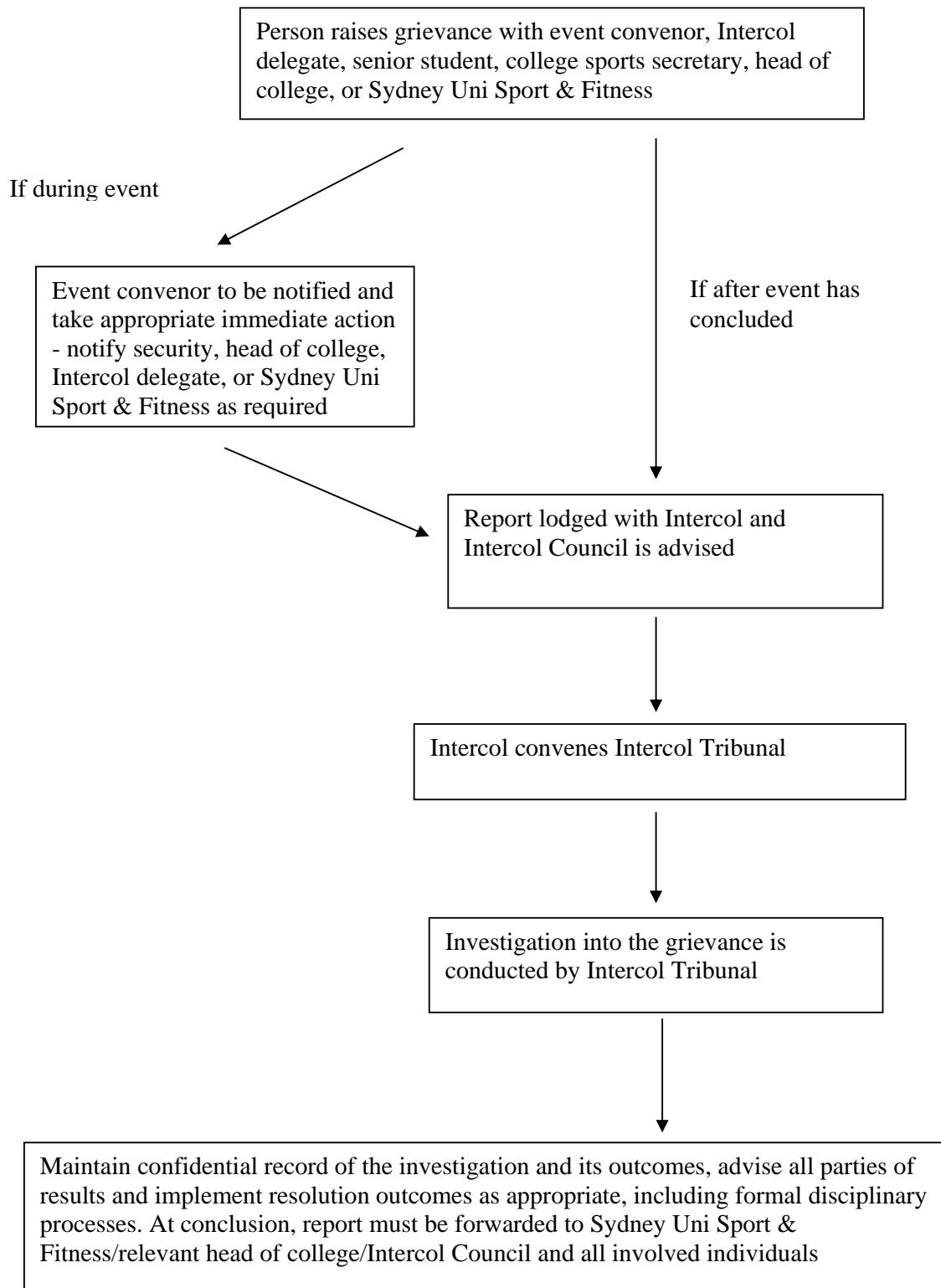
Date grievant and respondent informed of outcome:

Report of outcome referred to (Head of College, Sydney Uni Sport & Fitness and Intercol Council):

Yes No

Date report sent to grievant, respondent, Intercol Council, Sydney Uni Sport & Fitness and Head of College:

Harassment Complaint Handling Guide



RISK MANAGEMENT POLICY

Incident/Accident Categories

Category 'A' Incidents/Accidents

Minor injury, drunk and disorderly, theft, venue expulsion, misconduct, code of conduct breaches etc.

Category 'B' Incidents/Accidents

Serious injury, hospitalization – injury/drugs/alcohol, physical assault, sexual assault, assault, DUI, police/security involvement etc.

Category 'C' Incidents/Accidents

Death, suicide, critical hospitalisation (ICU), extreme weather, natural disasters, international incidents, terrorism etc. (next of kin always notified)

Services Available for All Categories of Incidents/Accidents

- Counselling
- Medical/hospital
- Legal
- Transportation
- Communication
- Finance/money – emergency
- Telephone – rape crisis line, etc.
- Police assistance

Incident/Accident Management Action Plans – By Time

‘Pre-Incident/Accident’

- All participants complete and sign a Codes of Conduct Official Declaration Form
- All participants complete and sign a SUSF members pre-exercise questionnaire
- Event convenors, senior students, college sports secretaries, Intercol and Intercol Council are provided with a current Policy & procedures manual outlining policies, procedures and and emergency contacts
- Policy & procedures manual is reviewed at least once per year
- Event convenors, senior students, college sports secretaries and Intercol are briefed on incident/accident management policies and procedures by Sydney Uni Sport & Fitness
- All event convenors, college sports secretaries and Intercol are first aid trained
- All event convenors, college sports secretaries and Intercol participate in ‘dummy’ incident/accident management routines at least once per year
- Risk assessments are prepared for Rawson Cup and Rosebowl events based on size, location, sports involved, number of participants, natural conditions etc.

‘Mid-Incident/Accident’

- Event convenor, Sydney Uni Sport & Fitness, college sports secretaries, Intercol, or heads of college notified
- Event convenor, Sydney Uni Sport & Fitness and Intercol notified (if not already)
- If emergency services/security not contacted and relevant – contact made
- Support immediately offered by Sydney Uni Sport & Fitness and Intercol (continued throughout incident)
- Sydney Uni Sport & Fitness to notify relevant head of college if required
- Head of college to notify next of kin if required
- Critical Incident Form timeline documented throughout (in the event of category ‘C’ incidents/accidents)
- SUSF Accident/Incident Report Form completed and submitted to SUSF
- Relevant University officials notified of incident at convenient time by head of college if required
- Extended support offered by head of college – immediate legal advice, medical support, counselling, monetary assistance etc.
- Reports filed by SUSF and relevant head of college

'Post-Incident/Accident' – most common

- Event convenor, Sydney Uni Sport & Fitness and Intercol notified (if not already)
- If emergency services/security not contacted and relevant – contact made
- Support immediately offered by Sydney Uni Sport & Fitness and Intercol (continued throughout incident)
- Sydney Uni Sport & Fitness to notify relevant head of college if required
- Head of college to notify next of kin if required
- Critical Incident Form completed (in the event of category 'C' incidents/accidents)
- SUSF Accident/Incident Report Form completed and submitted to SUSF
- Relevant University officials notified of incident at convenient time by head of college if required
- Extended support offered by head of college – immediate legal advice, medical support, counselling, monetary assistance etc.
- Reports filed by SUSF and relevant head of college

Incident/Accident Management Action Plans – By Category

Category A Incident/Accident – Least Serious

(Minor injury, drunk and disorderly, theft, venue expulsion, misconduct, breach of code of conduct etc.)

- Y/N** Event convenor, Sydney Uni Sport & Fitness and Intercol notified
- Y/N** SUSF Accident/Incident Report Form completed and submitted to SUSF
- Y/N** If breach of codes of conduct – report submitted to Intercol
- Y/N** Sydney Uni Sport & Fitness to notify relevant head of college if required
- Y/N** Head of college to notify next of kin if required
- Y/N** Intercol to review report and/or seek assistance from Intercol Council – disciplinary action implemented in line with code of conduct
- Y/N** Intercol Tribunal hearing initiated if necessary – disciplinary action implemented in line with code of conduct
- Y/N** University assistance sought, if required, by head of college – legal, medical, counselling, insurance
- Y/N** Reports filed by SUSF and relevant head of college
- Y/N** SUSF Accident/Incident Report Form filed by SUSF and relevant head of college
- Y/N** Disciplinary action reports filed by Intercol and submitted to Intercol Council, SUSF and relevant head of college

Category B Incident/Accident – Serious

(Serious injury, hospitalisation – injury/drugs/alcohol, physical assault, sexual assault, assault, DUI, police/security involvement etc.)

- Y/N** Event convenor, Sydney Uni Sport & Fitness and Intercol notified (if not already)
- Y/N** If emergency services/security not contacted and relevant – contact made
- Y/N** Support immediately offered by Sydney Uni Sport & Fitness and Intercol (continued throughout incident)
- Y/N** Sydney Uni Sport & Fitness to notify relevant head of college if required
- Y/N** Head of college to notify next of kin if required
- Y/N** SUSF Accident/Incident Report Form completed and submitted to SUSF
- Y/N** Relevant University officials notified of incident at convenient time by head of college if required

Y/N	Extended support offered by head of college – immediate legal advice, medical support, counselling, monetary assistance etc.
Y/N	Reports filed by SUSF and relevant head of college
Y/N	Intercol to review report and/or seek assistance from Intercol Council – disciplinary action implemented in line with code of conduct (if relevant)
Y/N	Intercol Tribunal hearing initiated if necessary – disciplinary action implemented in line with code of conduct (if relevant)
Y/N	Disciplinary action reports filed by Intercol and submitted to Intercol Council, SUSF and relevant head of college

Category C Incident/Accident – Life Threatening / Death

(Death, suicide, critical hospitalization (ICU), extreme weather, natural disasters, international incidents, terrorism etc.)

Y/N	Event convenor, Sydney Uni Sport & Fitness and Intercol notified (if not already)
Y/N	If emergency services/security not contacted and relevant – contact made
Y/N	Support immediately offered by Sydney Uni Sport & Fitness and Intercol (continued throughout incident)
Y/N	Sydney Uni Sport & Fitness to notify relevant head of college
Y/N	Head of college to notify next of kin if required (await confirmation of death, or status from emergency services before contacting victim's family)
Y/N	Head of college attendance at hospital/police station ASAP
Y/N	Event convenor and Sydney Uni Sport & Fitness to liaise with police/security and venue staff to organise emergency evacuation procedures
Y/N	Relevant University officials notified of incident at convenient time by head of college if required
Y/N	Extended support offered by head of college – immediate legal advice, medical support, counselling, monetary assistance etc.
Y/N	Head of College to liaise with media / University as required
Y/N	Report filed by Intercol Committee and submitted to Intercol Council, SUSF, Head of College and University
Y/N	Critical Incident Form completed (in the event of category 'C' incidents/accidents)
Y/N	SUSF Accident/Incident Report Form completed and submitted to SUSF

Critical Incident/Accident Report Form

Competition: _____

Date:		
Name of reporting officer:		
Role:	STAFF	ATHLETE
		Other
Contact details:		
Phone:		
Email:		
Fax:		
Name(s) of person(s) involved in incident and contact information:		
Name: _____	Phone: ____	_____
Involvement: e.g. victim	M or F	DOB/AGE:
Name: _____	Phone: ____	_____
Involvement: e.g. perpetrator	M or F	DOB/AGE:
Name: _____	Phone: ____	_____
Involvement: e.g. witness	M or F	DOB/AGE:
Name: _____	Phone: ____	_____
Involvement:	M or F	DOB/AGE:
HAVE POLICE BEEN NOTIFIED?	Y OR N	
POLICE REPORT NUMBER: _____		
Sport/Rec activity		Total No. involved:- athletes
Location of incident		Time at incident
Country of incident		

Current location of person(s)		
Are they safe?		
Is caller safe?		
Have next of kin been contacted?	Has impacted person(s) given consent?	Y or N
If so, whom? Contact details:		
CATEGORY GUIDELINES – (circle)		
<p>Category 1: Minor injury, drunk and disorderly, theft, hotel expulsion, AUS misconduct, emergency money, University code of conduct breaches.</p> <p>Category 2: Car accident, hospitalisation – injury/drugs. Physical assault, sexual assault, assault.</p> <p>Category 3: Death, suicide, critical hospitalisation (ICU), extreme weather, natural disasters, international incidents, terrorism.</p>		
Summary of incident		

Policy & Procedures Manual: Sydney Uni Intercollegiate Sport

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TIMELINE:

Time: ie. 3:15am
Action: student arrived at door bleeding – ambulance called
By Whom: MN

Time:
Action:
By Whom:

Time:
Action:
By Whom:

Time:
Action:
By Whom:

Time:
Action:
By Whom:

Time:
Action:
By Whom:

IMPACT MATRIX– Staff member to review and decide impact of each situation on a case by case basis. Subsequent assistance should be provided after initial impact matrix done. I.e. Legal impact on University – relevant university officials notified of impending actions.

IMPACT ON...	Individual	Team/Squad	Family	University	AUS
Physical	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Psychological	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Performance	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Media	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Legal	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No
Financial	Yes / No	Yes / No	Yes / No	Yes / No	Yes / No

CONTACT LIST (see emergency contact list)

SUSF Programs & Participation Manager: Leonie Lum 9351 8903/0410 598 682

SUSF Executive Director: Robert Smithies 9351 4970/ 0402 361 682

University Security: 1800 063 487

University Counselling: 9351 2228

University Legal: 9351 4544

Next of kin: (if student is able, they should be given an option depending on age.) i.e. Not always best solution in a sexual assault case

This report is a confidential document and must not be shared with any potential claimant or third party without approval from the relevant parties. Please attach any pertinent documentation if available.

Signature of Reporting University Officer: _____ Date: _____

Dealing With Alleged Sexual Assault

- If an allegation of sexual assault is made via a phone call to any member of staff, the caller should be offered the option of leaving her details or being provided with the contact person's details. The staff member must make a record of the time and date of the call and notify the identified contact person at the club of the call. If the caller has provided contact details, the contact person should get then contact the caller and offer the information and support detailed below.

- If someone presents with an allegation of sexual assault in person then the designated contact person needs to be summoned immediately and the following protocols need to be followed:
 - The complainant needs to be given a private place and access to a telephone.
 - The complainant needs to be given the numbers of a sexual assault counseling service, the local police and the local hospital. An offer should also be made to arrange for the police or ambulance services to transport the person to hospital where needed.
 - Offering the person physical comfort is not appropriate. The most important thing is to offer her immediate access to external and appropriate support services.
 - The complainant should be reminded that it is not a good idea to wash or change her clothes if she is considering laying a charge of assault.
 - Under no circumstances should the complainant be offered alcohol.
 - If the complainant has any reason to think she has been drugged she should be told that she should avoid passing urine until she can provide a urine sample to a doctor.
 - If the alleged assault has taken place in a room occupied by a player or someone associated with club then it should be treated as a potential crime scene and nothing should be moved or removed. Tampering with evidence may of itself constitute a criminal act.

- The designated contact person should also make a written record of the time and place the person presented, her physical condition, what she said, and what assistance was offered and taken. This written record may be required for the purposes of police investigations or court proceedings. It is important that it contains only factual information and observation, not an interpretation of those facts or judgments.

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- All allegations of sexual assault, whether communicated by phone or in person, should be reported by the designated contact person at Sydney Uni Sport & Fitness at the first available opportunity. Sydney Uni Sport & Fitness will inform the University of the allegation.
- No other person with the exception of the designated contact person should contact the person making the allegation for any reason.
- The designated contact person should contact the player or players against whom an allegation has been made and inform them of this. The player or players should not contact any other club representative about the matter but may seek independent advice.

Sydney Uni
SPORT & FITNESS



ACCIDENT / INCIDENT REPORT

First Name: _____ Other names: _____
 Surname: _____ Date of Birth: _____
 Address: _____
 Telephone: _____ Time: _____
 Date: _____ Work Location: _____

INJURY DESCRIPTION

Type of Injury

- Bruise Fracture
 Bloody nose Previous
 Burn Graze
 Cut Other

Site of Injury

- L R L R
 Eye Up Arm
 Nose Lwr Arm
 Mouth Hand
 Ear Thigh

 L R Other Specify:
 Knee _____
 Shin _____
 Ankle _____
 Foot _____

Location of Where Injury Occurred:-

**Type of Activity:
Please Specify:**

Was the Task Routine or Unusual: -

**Were you required to apply any of the
Following: -**

- Clean Water Elastoplast
 Conforming bandage Gauze
 Band Aid Other: _____

**What Follow up Treatment/referral to
practitioner is Required:**

**Is a Claim for Compensation Likely to be
made? Yes/ No**

**Can you Suggest Ways of Preventing Similar
Incidents in Future?**

FOLLOW UP INFORMATION

Recommended Further medical
attention: Yes / No

- Immediate At own discretion

Attended By:

Name: _____

Signature: _____

Supervisor: _____

Signature: _____

Injured Person's Signature

Witness Details:

Name: _____

Address: _____

Telephone: _____

Signature: _____

FIRST AID RENDERED

Medical Attention

- | | | |
|------------|--------------------------|--------------------------|
| | Pressure | Ice |
| 1-10 min | <input type="checkbox"/> | <input type="checkbox"/> |
| 10- 20 min | <input type="checkbox"/> | <input type="checkbox"/> |
| 20+ min | <input type="checkbox"/> | <input type="checkbox"/> |

Emergency Assistance Called: Yes / No

Service	Time called	Time Arrived
Ambulance		
Fire		
Police		

Who Made Call: _____

EMERGENCY CONTACTS LIST

NAME	POSITION	MOBILE	PHONE
Sydney Uni Sport & Fitness			
Stephen King	Programs & Participation Manager	0421 655 447	9351 8903
Robert Smithies	Executive Director	0402 361 682	9351 4970
Greg Taylor	Human Resources Coordinator	0435 965 169	9351 8762
Heads of College			
Mr. Wayne Erickson	Andrew's		9565 7300
Mr. Michael Bongers	John's		9394 5202
Rev. Dr. Ivan Head	Paul's		9550 7444
Dr. Marie Leech	Sancta		9577 2100
Ms Lisa Sutherland	Wesley		9565 3333
Dr. Jane Williamson	Women's		9517 5001
College (after hours)			
Tim Dunstone	Andrew's	0403 827 831	9565 7300
	John's		9394 5005
	Paul's		9550 7444
Tamara Sutton	Sancta		9577 2100
	Wesley	0401 846 770	9565 3333
	Women's		9517 5002
2012 Intercol Committee			
Julia Curry	Women's (Chairperson)	0400 932 949	
Georgie Molesworth	Women's (Chairperson)	0438 445 926	
Chris Harvey	Wesley (Secretary)	0414 334 856	
Gen McCulloch	Wesley (Secretary)	0402 482 206	
Georgie Carter	John's (Treasurer)	0400 725 273	
Vincent Aungles	John's (Treasurer)	0437 422 476	
Isabella Burt-Morris	Sancta (Tribunal)	0419 106 810	
Angelica Scott	Sancta (Tribunal)	0401 343 765	
Alex Calder	Paul's (Social)	0411 255 975	
Sam Pickover	Pauls (Social)	0404 689 719	
Lizzie Coolican	Andrew's (SUSF Liaison)	0449 525 669	
Fin Blacket	Andrew's (SUSF Liaison)	0424 316 417	
2012 Sports Reps			
Cameron Patrick	Andrew's	0432 968 463	
Eve Hoskins	Andrew's	0428 297 143	
Cameron Farrell	John's	0410 882 492	
Bridget Burns	John's	0423 768 874	
Alex Calder	Paul's	0411 255 975	
Sam Pickover	Pauls	0404 689 719	
Georgina Byrnes	Sancta	0458 136 453	
Simone Ludeke	Wesley	0403 498 723	
Jacob De Paoli	Wesley	0415 896 182	
Emma Marino	Women's	0438 980 794	

2012 Event Convenors			
Rory Marples	Cricket	0406 495 026	
	Netball		
	Touch		
	Rowing		
	Swimming		
	Rugby		
	Hockey		
	Rosebowl Soccer		
	Rawson Soccer		
	Rosebowl Tennis		
	Rawson Tennis		
	Basketball		
	Athletics		
University Contacts			
Security			
Counselling			
Equal Opportunity Unit			
Risk Management			
Insurance			
Media			
Legal Office			
Event Venues			
Cintra Hockey Turf	(Rosebowl Hockey)	Emma Ratcliffe	9712 0011
Sports & Aquatic Centre	(Basketball)	Kylie Zammit	9351 4978
Manning Lawn Courts	(Rawson & Rosebowl Tennis)	Michael Culkoff	9351 4988
Oval 1 & 2	(Rawson Cricket & Rugby)	Michael Culkoff	9351 4988
St. Andrew's College Oval & Courts	(Rawson Rugby & Rosebowl Netball)	Donna Wiemann	9565 7300
St. Paul's College Oval	(Rawson Soccer & Cricket, Rosebowl Softball)	Michael Culkoff	9351 4988
Sydney International Regatta Centre	(Rowing)	Linda Toomey	4730 0000
Sydney Olympic Park Aquatic Centre	(Swimming)	Mina Tohmeh	9752 3770
Sydney Olympic Park Athletic Centre	(Athletics)	Lauren Metcalfe	9752 3475
General			
Police, Fire, Ambulance			0 0 0
Rape Crisis Helpline			1800 424 017
Lifeline			13 11 14
Legal Assistance			1300 888 529
DOCS Helpline			132 111
NSW Poisons Information Centre			131 126