

| Archery Victoria Guidance Note |            |                  |     |
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## Case Categorisation

This Guidance Note is to be used in determining Case Categories for selecting the appropriate way to manage Complaints in accordance with the Archery Victoria Code of Conduct.

### THE CATEGORIES

#### CATEGORY 1 BLUE - LOW

Category 1 (Blue) Complaints and Reports involve allegations of Prohibited Conduct or Unacceptable Behaviour that are assessed as low risk. It has been identified that there is an absence of intent, and that the complaint is the result of a one-off incident. Blue matters can be appropriately addressed through education and a reminder of obligations.

Category 1 Complaints or Reports can include (but are not limited to):

#### Member Protection and Safeguarding Children and Young people

- Low level swearing, derogatory or disrespectful comments.
- Verbal abuse.
- Aggressive tone, disrespectful comments, or a heated altercation, in the absence of malice, vilification or bullying or other prohibited behaviour.
- Lewd jokes (where adults involve a child or young person, a higher category may result).
- Unnecessary and/or overly physical contact (not involving sexual misconduct) between athletes including pushing, roughhousing, or bumping into another.
- Non-compliance with the following Child Safe Practices, but only where no obvious aggravating circumstances or behavioural patterns of concern are present:
  - Exhibiting favouritism towards a child or young person.
  - Photographing a child or young person without parent/guardian consent.
  - Transport of a child or young person without parent/guardian consent.
  - Providing gifts to a child or young person unless it is an official award.
  - Inappropriate use of tone or language.
  - Engaging in open discussions of a mature nature in the presence of children or young people.
  - Social media contact with a child or young person (without any aggravating factors e.g. repeated crossing of professional boundaries, use of profane or sexual language)
  - Accepting invitation to attend a private social function without an existing social, personal or family relationship.
  - Unapproved one on one supervision of a child or young person.
  - Failure to provide a positive training environment for a child or young person.

#### CATEGORY 2 AMBER - MEDIUM

Category 2 (Amber) Matters may involve the risk of moderate or reasonable harm, or repeated, more severe, or more complex Category 1 Complaints or Reports. Amber matters may have the potential to meet a criminal threshold and may require referral to law enforcement or child protection agencies.

Category 2 Complaints or Reports can include (but are not limited to):

#### Member Protection

- Bullying.
- Discrimination.

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- Repeatedly mocking an athlete's appearance or body shape.
  - Abuse of position of trust or power.
  - Harassing behaviours, including unwanted sexual interest.
  - Inappropriate jokes, including insensitive jokes (race, religion and culture, disability, gender, sex).
  - Repeated or multiple incidents of harmful coaching techniques or training as punishment.
  - Physical or verbal threats or contact intended to cause hurt, such as shoving.

### Other

- Betting by members on their own sport.
- Inappropriate use of, or supply of supplements.
- Interfering with, or intimidating parties to a Complaint, evidence, or Sport Integrity Australia processes.
- Failing to report criminal charges, convictions, or any other Prohibited Conduct under the sport organisation's policies.
- Multiple breaches or offences and previous sanctions.
- Further breaches whilst on probation or while Provisional Action is applied.

### CATEGORY 3 RED – HIGH

Category 3 (Red) matters often clearly involve allegations of criminal behaviour and/or present immediate risk of harm. These matters may involve a higher degree of complicating factors. Red matters must be referred to relevant law enforcement as to not impede any potential criminal investigations.

Category 3 Complaints or Reports can include (but are not limited to):

### Egregious and Criminal Conduct

- Sexual misconduct and abuse.
- Touching of genitals, breasts, buttocks by an adult or person in a position of power (one off tapping of the buttocks as a sign of encouragement, or unintentional contact when spotting an athlete may be more proportionately categorised as a Category 2, depending on the circumstances).
- Child abuse.
- Exposing the child or young person to age-inappropriate and harmful material, or behaviours.
- Criminal charges or convictions that may pose a risk to sport.
- Failing to report child abuse.
- Serious assaults including striking or punching.
- Supplying alcohol or drugs to a child or young person.
- Use, possession or trafficking of illegal drugs.

### Improper Use of Drugs or Medicine

- Supplying medicines or over the counter medicines except where permitted by law and with the consent of a parent.

### Match Fixing and Corruption

- Match or competition fixing.
- Supplying inside information for the purposes of gambling.

Each of the categories include the related measures or sanctions which may accompany a confirmed breach. The Case Categorisation System document stipulates Aggravating and Mitigating Circumstances to further aid in the complaints process.