

ADMINISTRATORS - LEGAL RIGHTS & RESPONSIBILITIES

As an administrator you have the right to:

- be treated with dignity and respect (e.g. you shouldn't be harassed or bullied for decisions you make)
- be treated fairly (e.g. you should be assessed on your merits when going for a position)
- complain about inappropriate and unlawful behaviours (e.g. sexual harassment by a committee member)
- a fair process – if you make a complaint or someone complains about you, you should not be harassed or bullied.

You also have responsibilities.

You have a duty of care to ensure that people can participate in safe environment, free from discrimination, harassment and abuse.

Clubs and associations can be held responsible for the behaviour of their staff and club members (this is called vicarious liability) unless:

- it can be shown that reasonable steps were taken to prevent the behaviour from happening in the first place
- there are appropriate policies and procedures in place for dealing with the behaviour if it occurs.

Reasonable steps to meet your legal responsibilities include:

- **Develop** or adopt [Member Protection](#) or other welfare policies and [codes of behaviour](#), including procedures for dealing with complaints.
- **Ensure** the Constitution and membership rules do not result in members being treated unfairly (e.g. different classes of membership being available to men and women)
- **Ensure** selection and other club decisions are fair and not based on stereotypes and irrelevant characteristics (e.g. when [hiring staff](#) or in team selection)
- **Choose the right people** and ensure coaches and other personnel meet child protection requirements (e.g. [screening](#) and working with children checks)



- **Develop** or adopt guidelines that support coaches and other personnel to provide safe environments for participation, particularly for children
- **Communicate** policies and procedures to all personnel and members – including any [mandatory reporting](#) responsibilities, who to complain to and how complaints will be dealt with
- **Provide** education and training for administrators, coaches and other personnel to support them in their role
- **Take** complaints about discrimination, harassment and abuse seriously, act quickly and protect all parties to the complaint from victimisation.

Guidelines

[Heat guidelines](#)

[Transgender](#)

[Pregnancy in sport](#)

[Getting it Right – Guidelines for Selection](#)

Information sheets

[Harassment Free Sport information sheets](#)

[Images of children](#)