



Australian Government
Sport Integrity Australia



SPORT INTEGRITY
AUSTRALIA

Evaluation Report

Drafting Note: An Evaluation Report is a record of decisions made. This means that another case manager, auditor or EL can review this document and understand, at a high level, what actions were taken and what decisions were made. **Additionally, if your case details do not fit in the skeleton of this template, please adjust to suit your needs.** [delete all drafting notes before finalising]

Sport	[Sport]	NSO/NSOD	[NSO]
Case Manager	Primary: Secondary:	Case References	Jade: TRIM:
Incident Date	[Incident Date]	Case Type	Choose an item.
Date Submitted	[Submission Date]	Report/Complaint	Choose an item.
Relevant Policies	(Hyperlink NSO Policy(s) being considered in this Eval report)		

Relevant Parties [Delete not relevant]

Xx (the **Complainant**) - role in sport / in complaint e.g. parent of VP

Xx (the **Respondent**) – age, role in sport

Xx (the **Affected Party (AP)**) – age, role in sport

Xx (**Witness A**) – role in sport/relation to complaint

Xx (**Witness B**) – role in sport/relation to complaint

[Drafting Note: if the matter involves multiple parties under 18, refer to the [style guide](#) for appropriate terminology (VP vs AP)]

Complaint Summary

On [Submission Date], Sport Integrity Australia received a Choose an item. from the Complainant regarding alleged conduct by the Respondent in the sport of [Sport].

The Complaint alleged that on [Incident Date] **[insert basic summary of complaint – aim for 200-300 words maximum]**.

Current Situation

Has the Complainant been contacted? Yes ☐ No ☐ | Results:

Has the Respondent been contacted? Yes ☐ No ☐ | Results: **[where appropriate – consult with EL]**

Has the NIM been contacted (e.g. membership check)? Yes ☐ No ☐ | Results:

Has the Club President or equivalent been contacted? Yes ☐ No ☐ | Results: **[if required]**

Has Provisional Action been implemented? Yes ☐ No ☐ | Date Implemented [PA Date] Provisional Action Type Choose an item.

Does the Complainant or Respondent have a prior history with SIA? Yes ☐ No ☐ | Results:

Are there any risks/sensitivities in this complaint? Yes ☐ No ☐ | If yes, explain with necessary mitigations:

Which internal SIA stakeholders did you engage with Choose an item.

[Drafting note – please consider engagement with safeguarding for sensitive matters. Engagement with them **should occur for any matters involving Respondents under the age of 18**. Please detail any engagement you have had with them, including advice you have received. This could include if Safeguarding were working with the sport and advised them to submit the report/complaint]

[Drafting note – please consider engagement with Culture and Safety for sensitive matters. Engagement with them **should occur for any matters involving Racism and/ or Discrimination**. Please detail any engagement you have had with them, including advice you have received. This could include if Culture and Safety were working with the sport and advised them to submit the report/complaint]

Evaluation (out of scope) [DELETE IF IN SCOPE]

Sport Integrity Australia has evaluated the Complaint in accordance with the [NSO] Complaints, Disputes and Discipline Policy (the **CDDP**), and based on the information currently available, the Complaint was determined to be out of scope as [Reason – Respondent not bound by sports policies, doesn't meet definition of Prohibited Conduct under the SCYPP or Discrimination under the MPP, been through another process, more appropriately managed under Competition Rules,. More appropriate defined as Vilification etc etc].

Evaluation (in scope) [DELETE IF OUT OF SCOPE]

Sport Integrity Australia has evaluated the Complaint in accordance with the [NSO] Complaints, Disputes and Discipline Policy (the **CDDP**), and based on the information currently available, the Complaint was determined to be in scope.

Sport Integrity Australia has determined that the matter is from a National Integrity Framework (NIF) sport, the alleged conduct occurred after the sport's implementation date and the alleged conduct meets the definition of Prohibited Conduct under [the Safeguarding Children and Young People Policy / Discrimination under the Member Protection Policy].

Relevant Sections of Policy

[Drafting note: This is a table. Add a new cell and copy the drop down to include additional policy clauses if applicable]

Relevant Policy:	[NSO] Choose relevant policy	
Relevant Policy Clause/s:	Choose appropriate policy clause.	Choose Relevant sub clause (if applicable)
	Choose appropriate policy clause.	Choose Relevant sub clause (if applicable)
	Choose appropriate policy clause.	Choose Relevant sub clause (if applicable)

[IF REQUIRED - Include a short summary to refer to any relevant notes/considerations/reasons – delete if not applicable]

Recommended Action

Evaluation Choose an item.

Outcome Choose an item.

Reasoning: (mandatory for all in-scope matters. Use for OOS matters if recommendation is additional/other specific action outside of notifying parties e.g. an alleged discrimination matter that is best defined as vilification and we are going to do a warm referral of that matter to sport.)

Include a short summary of how you came to the decision to manage the complaint in this way – you can refer to the Case Categorisation guidelines and any aggravating and mitigating factors that are relevant to the decision. For example – while the severity of the alleged behaviour as reported may be appropriately categorised as Category 2, there were a number of mitigating factors relevant to this matter which included, the age of the Respondent, no prior complaints, the context of which the behaviour occurred etc etc. For this reason, education was determined as an appropriate way to manage the complaint.