

You are invited  
to attend a



# Member Protection Information Officers Course

Building stronger, healthier, happier and safer communities

**The Department of Sport and Recreation invites members of sporting and recreation organisations to the Member Protection Information Officer (MPIO) Course.**

The course provides members of sport and recreation organisations with an opportunity to increase their understanding of harassment, discrimination and how to create child-safe environments. Participants will learn practical skills to take on a MPIO role.

**8.30am–5pm  
Wednesday 6 June 2012**

**Cost \$60 inc. GST**

**Department of Sport and Recreation, Conference Room  
246 Vincent Street, Leederville**

*All food and drink provided.*

**Registrations are essential.**

**Registrations close at 5pm 30 May 2012**

To register please contact:

**Anna McLean, Graduate Project Officer**

Department of Sport and Recreation  
PO Box 329, LEEDERVILLE WA 6903

**Telephone** (08) 9492 9617 **Facsimile** (08) 9492 9711

**Email** [anna.mclean@dssr.wa.gov.au](mailto:anna.mclean@dssr.wa.gov.au)



[dssr.wa.gov.au](http://dssr.wa.gov.au)



Department of  
Sport and Recreation

# Member Protection Information Officers Course

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## Background information

### Why was this course developed?

The Member Protection Information Officers (MPIO) Course has been developed to assist sport and active recreation organisations to better manage complaints and conflict. The course will enable organisations to have a suitably trained person as the first point of contact for issues of harassment, discrimination, bullying or abuse.

### Registration requirements

Preliminary online training is required through the Play by the Rules website. Persons registering for the MPIO Course must complete the 'free' online training for Administrators of the 'Discrimination and Harassment Course' at [www.playbytherules.net.au](http://www.playbytherules.net.au) prior to attending the course. Please note: You are able to register for the course before completing the online training.

### Who should attend?

State sport and recreation associations and clubs are invited to nominate persons from within their organisation or club who are considered suitable to engage in the responsibilities of the role. It is expected that the organisation's board/committee will support the MPIO, and be fully committed to dealing with the issues of bullying, harassment and abuse within their activity, sport or organisation.

### What is the role of MPIO?

The main role of the MPIO is to handle complaints involving harassment, discrimination, bullying and abuse. They may receive or manage complaints from members within their organisation – these may originate from either adult members or from a child/minor. MPIOs will be trained to receive complaints, and to advise the complainant of the options available to them in order to resolve issues of harassment, discrimination, bullying and abuse in sport and recreation. They will need to be aware of their organisation's Harassment Free Sport strategies, alternative

dispute resolution options, and during the course will be made aware of the complainant's legal options if required. Sport and active recreation organisations should promote the MPIO role to ensure all members are aware the MPIO delegate is the first point of contact for complaints.

### What does the training course cover?

- State Anti-Discrimination and Child Protection Legislation.
- Role of the MPIO.
- Practical skills for receiving complaints.
- Skills and processes involved when complaints are received from or about a child.
- Alternatives for dispute resolution.

### Equal Opportunities Commission – additional recommended reading

Participants who register for the MPIO training are encouraged to read the information detailed on the Equal Opportunities Commission website under 'Discrimination and Harassment'. This information may be found at [www.equalopportunity.wa.gov.au](http://www.equalopportunity.wa.gov.au).

### What to bring

You should obtain and bring with you for your own information and reference:

- A copy of your organisation's Harassment Free Sport or Member Protection Policy.
- A copy of your organisation's Child Protection Policy (if not included in the above).

### Questions and queries

If you have any questions concerning this information, please contact Anna McLean at [anna.mclean@dsr.wa.gov.au](mailto:anna.mclean@dsr.wa.gov.au) or (08) 9492 9617.

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Please complete and send the registration form below before 5pm 30 May 2012.

## Prerequisite

Overview of the course and free pre-entry online training requirements can be found on the Play by the Rules (PBTR) website [www.playbytherules.net.au](http://www.playbytherules.net.au):

1. Select 'Online Training'.
2. Register as a new user.
3. Choose the 'Harassment and Discrimination Course'.
4. Register as an 'Administrator'.

Play by the Rules online training to be completed prior to the MPIO Course is as follows:

- Complete the 'Harassment and Discrimination' training.
- Read the section entitled 'About Complaints'.
- View at least three of the 'Interactive Scenarios'.
- Read at least three topics in the section 'Got an Issue'.

*Acceptance of your registration is dependent on completion of the above free online training.  
Please note: You are able to register for the course before completing the online training  
Please email [anna.mclean@dsr.wa.gov.au](mailto:anna.mclean@dsr.wa.gov.au) when your PBTR training certificate has been issued.*

## Participant details

|              |           |
|--------------|-----------|
| FIRST NAME   | SURNAME   |
| ORGANISATION | POSITION  |
| ADDRESS      |           |
| SUBURB       | POSTCODE  |
| TELEPHONE    | FACSIMILE |
| MOBILE       | EMAIL     |

**Please book your attendance as soon as possible as numbers are limited.**

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## Payment options

ENCLOSED IS MY CHEQUE/MONEY ORDER FOR \$ \_\_\_\_\_ (CHEQUES PAYABLE TO  
'DEPARTMENT OF SPORT AND RECREATION')

PLEASE CHARGE MY CREDIT CARD FOR \$ \_\_\_\_\_ ☐ VISA ☐ MASTERCARD

-     -     -     EXPIRY DATE   /

CARDHOLDER'S NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_

☐ PLEASE TICK IF YOU REQUIRE A TAX INVOICE (RECEIPT)

TAX INVOICE TO BE MADE OUT TO \_\_\_\_\_

PLEASE POST TO \_\_\_\_\_

\_\_\_\_\_

Send form with payment to:

**Anna McLean, Graduate Project Officer**

**Telephone** (08) 9492 9617

**Facsimile** (08) 9492 9711

**Email** [anna.mclean@dsr.wa.gov.au](mailto:anna.mclean@dsr.wa.gov.au)