**YORKSHIRE REGIONAL NETBALL ASSOCIATION**

**WHISTLEBLOWER POLICY AND REPORT FORM**

**Valid from 1st September 2015**

|  |  |  |  |
| --- | --- | --- | --- |
| **Document filename: Whistleblower Policy and Report Form** | | | |
| **Directorate / programme** | **Yorkshire RMB Governance and Finance Committee** | **Project** | **N/A** |
| **Document reference** | |  | |
| **Committee Chair** | **Katie Puplett** | **Status** | **Draft** |
| **Owner** | **Yorkshire Regional Management Board** | **Version** | **2.0** |
| **Author** | **Governance and Finance Committee** | **Version issue date** | **21/06/2021** |

**Document management**

**Revision history**

|  |  |  |
| --- | --- | --- |
| **Version** | **Date** | **Summary of changes** |
| **1.0** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Reviewers**

**This document must be reviewed by the following people:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reviewer name** | **Title/responsibility** | **Date** | **Version** |
|  |  |  |  |

**Approved by**

**This document must be approved by the following people:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Signature** | **Title** | **Date** | **Version** |
|  |  |  |  |  |
|  |  |  |  |  |

**Related documents**

|  |  |  |
| --- | --- | --- |
| **Title** | **Owner** | **Location** |
|  |  |  |
|  |  |  |
|  |  |  |

**Document control**

**The controlled copy of this document is maintained by Yorkshire Regional Netball Association. Any copies of this document held outside of that area, in whatever format (e.g. paper, email attachment), are considered to have passed out of control and should be checked for currency and validity.**

**YRNA WHISTLEBLOWER POLICY**

1. The Yorkshire Regional Netball Association (YRNA) believes that all participants in netball must not, by any manner whatsoever, infringe the principle of fair play, show unsporting conduct or attempt to influence the course or result of a competition or match (or any part thereof) in a manner contrary to sporting ethics.
2. YRNA has therefore implemented a whistleblower voluntary reporting system to enable individuals to voice concerns when they discover information which they believe shows misconduct or serious malpractice. This includes the reporting of betting and other regulatory misbehaviour in netball by individuals involved in YRNA sanctioned Regional Events or where bribes or other payments / inducements are used or attempted to be used to influence the outcomes of a match.
3. **This whistleblowing system has also been developed to encourage people to raise concerns over corruption, financial malpractice, maladministration, misconduct, deficiencies in the care of children, young people and adults at risk, or other unethical conduct or impropriety in which they are able to show reasonable grounds for concern and which could be a potential risk to the reputation of YRNA.**  **The YRNA will then undertake such further enquiries as is considered necessary to determine whether or not there are *prima facie* grounds for considering that the concern is well-founded.**

The whistleblowing system:

* Allows individuals to make confidential disclosure
* Protects the identity of the person reporting the incident
* Helps to gather evidence for disciplinary action
* Encourages openness and promotes transparency
* Helps to protect the integrity of netball and the YRNA

1. Anyone who wishes to report such misconduct, impropriety or possible breaches of YRNA Codes or Regulations can use the YRNA Whistleblower Report Form.

* Download - [Whistleblower Report Form](http://www.bwfbadminton.org/file_download.aspx?id=377032&tid=1)

This completed form must be sent directly to the YRNA Regional Coordinator – email: [whistleblowing@yorkshirenetball.co.uk](mailto:whistleblowing@yorkshirenetball.co.uk) If sending the completed form by post, please mark the envelope: Confidential - Whistleblower.

1. NOTE:   IT IS IMPORTANT THAT ALL DISCLOSURES ARE MADE WITH GOOD REASON AND NOT FOR TRIVIAL, VEXATIOUS OR MALICIOUS REASONS. IT IS COMPLETELY UNACCECPTABLE FOR ANYONE TO BRING FORWARD AN UNFOUNDED ALLEGATION OR ONE WHICH IS NOT GIVEN IN THE REASONABLE BELIEF THAT IT IS SUBSTANTIALLY TRUE OR HAS BEEN MADE FOR PERSONAL GAIN. SUCH AN ALLEGATION MAY BE TREATED AS A DISCIPLINARY OFFENCE AND THE YRNA WILL CONSIDER TAKING DISCIPLINARY ACTION AGAINST ANYONE WHO IS FOUND TO HAVE DONE SO.

1. YRNA Codes cover the following areas:
2. Conduct contrary to the integrity of the game.
3. Wagering anything of value in connection with a match or tournament in which that person will be, or is, competing.
4. Bribes or other payments - offering, giving, soliciting, or accepting, or agreeing to offer, give, solicit, or accept, anything of value to or from any person with the intent to influence any player’s efforts or the result of a match in any YRNA sanctioned regional event.
5. **Relevant Regulations**

* YRNA Anti-Corruption Code
* YRNA Code of Conduct
* YRNA Code of Ethics

In addition, the YRNA has adopted the England Netball:

* Disciplinary Regulations
* Child and Adult at Risk Protection and Safeguarding Reporting

1. If the complaint is about or involves an England Netball employee, the matter will be referred to England Netball for determination.

**YORKSHIRE REGIONAL NETBALL ASSOCIATION**

**WHISTLEBLOWER REPORT FORM**

Note: By filing a report, the individual will have consented to taking part in actions to follow. The YRNA recognises and respects fully the concern of confidentiality and, therefore, will take every effort to keep personal information confidential. Please keep in mind, however, that some information on the case will need to be shared with others in order to investigate the report properly.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TELL US ABOUT YOU | | | | | | | | | | | | | | | |
| Anonymity:  Any person can request to stay anonymous by marking the box and such request will be respected by Yorkshire Netball. Only the Regional Coordinator and the Regional Chairperson will be aware about the identity of the person making the report. The personal information, however, still has to be filled in for the report to be seen as credible. | | | | | | | | | | | | | | I wish to remain anonymous:    YES  NO | |
| Last Name: | |  | | | | | | First Name(s): | | | | |  | | |
| Home Address: | |  | | | | | | Post Code: | | | | |  | | |
| Contact Telephone Number: | |  | | | | | | E-mail: | | | | | | |  |
| TELL US ABOUT THE INDIVIDUAL OR ENTITY YOU WANT TO REPORT | | | | | | | | | | | | | | | |
| Name of Individual or Entity: | | | | |  | | | | | | | | | | |
| City/Town: | | |  | | | | | County: | |  | | | | | |
| Any Contact Information:  (if available) | | | | | |  | | | | | | | | | |
| TELL US ABOUT THE CASE | | | | | | | | | | | | | | | |
| Please describe the following in as much detail as possible. | | | | | | | | | | | | | | | |
| What happened? | | | |  | | | | | | | | | | | |
| Where did it happen? | | | |  | | | | | | | | | | | |
| When did it happen? | | | |  | | | | | | | | | | | |
| Do you think or know it will happen again? When and where will it happen again? | | | |  | | | | | | | | | | | |
| Which other people know of this offence and could have additional information about it? | | | |  | | | | | | | | | | | |
| Do you have any evidence material relating to the offence? | | | | YES  NO | | | Can such evidence material be made available to the YRNA? | | | | | YES  NO | | | |
| How can evidence material be made available to the YRNA? | | | |  | | | | | | | | | | | |
| Please make a list of evidence material available. | | | |  | | | | | | | | | | | |
| Any other information about the offence? | | | |  | | | | | | | | | | | |
| FOR OFFICE USE: | | | | | | | | | | | | | | | |
| Date: |  | | | | | | | | **Time:** | |  | | | | |

Guidelines:

This form must be completed and sent to the YRNA Regional Coordinator – email: [whistleblowing@yorkshirenetball.co.uk](mailto:whistleblowing@yorkshirenetball.co.uk) If sending the completed form by post, please mark the envelope: Confidential - Whistleblower.

* If the box regarding anonymity has been ticked, then the identity of the person making the report will only be made known to the Regional Coordinator and the Regional Chairperson.
* If the box regarding anonymity has NOT been ticked, then the identity can be made known to others, but will not be made public without prior agreement with the person making the report.
* Reports will, in general, be treated as confidential until reasonable certainty has been established that the reported impropriety can be proven correct.

ANYONE MAKING DISCLOSURES OF ANY IMPROPRIETY WITH THE KNOWLEDGE THAT THE ALLEGATION IS FALSE OR IS NOT GIVEN IN GOOD FAITH IS UNACCEPTABLE. THE YRNA WILL CONSIDER TAKING DISCIPLINARY ACTION AGAINST ANY PERSON WHO IS PROVED TO PROVIDE SUCH A FALSE REPORT.