

SCHOOL SPORT CANTERBURY

INVESTIGATION PROCESS FOR INDUCEMENT TO TRANSFER FOR SPORTING REASONS (POACHING)

BACKGROUND

School Sport Canterbury (**SSC**) does not condone any inducement of students to transfer from one school to another ("poaching"). No employee or other person associated with coaching or managing sport in a partner school shall initiate any communication, written or verbal, with a prospective student or the parents/caregivers, guardians or family members of that student, in person or through a third party, while the student is enrolled in a partner school. No employee or any other person associated with coaching or managing a sport in a partner school shall offer any prospective student any inducements other than those which are publicly available by application to all students.

INVESTIGATION PROCESS

1. Any complaint of poaching should be referred in writing with substantiated evidence of the complaint to the Regional Sports Director.
2. The Regional Sport Director will write to the complainant to acknowledge receipt of the complaint and, if necessary, seek clarification or further information about the complaint.
3. The Regional Sport Director will advise the Chair of School Sport Canterbury (**Chair**) of the complaint.
4. If the Regional Sport Director and Chair agree upon reviewing supplied documentation that there is a case to answer, then the following process will be activated:
 - a. The Regional Sport Director will notify all parties about the complaint made and that the complaint warrants further investigation.
 - b. The Regional Sport Director will write to all parties outlining the process to be followed.
 - c. A meeting will be arranged with the student and parents/caregivers at the centre of the complaint.
 - d. The student and parents/caregivers are to determine when and where the meeting is to take place, in consultation with the Regional Sport Director, to ensure a safe environment.
 - e. The student and parents/caregivers will be offered the opportunity to bring a support person to the meeting and to give their comments on the complaint.
 - f. The Regional Sport Director may also determine that it is necessary to seek information from other relevant witnesses and/or speak to the complainant again. This can be done by any method deemed appropriate by the Regional Sport Director.

- g. Once the information has been collected from the student and parents/caregivers, and any other relevant witnesses and the complainant, the Regional Sport Director will determine either:
 - i. There is no further case to answer, write up the findings and advise all parties in a final letter; or
 - ii. Further investigation is warranted.
 - h. The Regional Sport Director will then interview the Principal (and associated staff concerned) of both schools.
5. The Regional Sport Director will write a formal report of the findings and send to all parties requesting responses to be made within 48 hours.
6. The Regional Sport Director will write a final report with recommendations to be tabled at a Special Meeting of the Management Committee for a final determination of this matter.
7. Where a complaint is upheld, the investigator may recommend sanctions to the Management Committee. The Management Committee may place sanctions it deems appropriate on the student, the school, or any individual from the school who initiated the inducement.
8. Such sanctions may include (but are not limited to) the:
 - a. Suspension of the student.
 - b. Suspension of the team.
 - c. Suspension from local school competition of the teacher, coach, manager or administrator associated with this transgression.
 - d. Forfeiture of premier grade status.
 - e. Deduction of competition points.
 - f. Any other action the Management Committee deems appropriate.
9. Where a Regional Principal's Association advises School Sport New Zealand(**SSNZ**) in writing that it has investigated and is satisfied that poaching has taken place, SSNZ may in support of the Regional Principal's Association, impose a penalty which may include exclusion of a student, team or other personnel (coach, manager etc.) from SSNZ sanctioned events.