
How to comply with minimum standard 4: Notify the Sport Integrity Commission of issues of serious concern

This guide supports the Code of Integrity for Sport and Recreation (the Integrity Code). It explains how to comply with minimum standard 4: Notify the Sport Integrity Commission of issues of serious concern

To meet minimum standard 4, you must have implemented the following requirements within 12 months of adopting the Integrity Code:

- notify the Commission of issues of serious concern
- notify other authorities where necessary.

You must have a policy that specifies these requirements. To do this you can either:

- use the Commission's policy templates
- amend your existing policies or create a new one.

Whichever you choose, your policy must meet the requirements as highlighted in the mandatory notification policy template.

Mandatory notification policy template (DOCX 92.9KB)

Read the Integrity Code – sportintegrity.nz



To meet minimum standard 4, you must:

Notify the Commission of issues of serious concern

Your policy must:

- require that your organisation will notify the Commission when:
 - an issue of serious concern happens
 - your organisation suspends or bans a person from participating for breaching the Integrity Code or a related policy
- ensure the policy covers:
 - what issues of serious concern are
 - suspension or exclusion from participation
- require your organisation to notify the Commission as soon as reasonably practicable after you become aware of an issue of serious concern or if a suspension or exclusion is imposed
- specify the person(s) responsible for:
 - receiving notifications under the policy from within your organisation, and
 - making notifications to the Commission.

Your organisation must:

- have a process for managing and making notifications
- notify the Commission as soon as possible
- if the notification is about an issue of serious concern, include:
 - a description of the issue of serious concern
 - when the issue of serious concern happened, if known
 - what, if any, action was taken to respond to the issue of serious concern
- inform the people involved or impacted by the notification that the information is being provided to the Commission
- keep an accurate record of notifications provided to the Commission
- if required, engage with the Commission to help it make a decision on whether it needs to take any action in relation to a notification
- make sure everyone in your organisation is aware of the mandatory notification policy and knows they need to follow it
- make the policy available (eg, by publishing it on your website or member portal) and let your members know where to find it
- regularly review your policy to ensure its fit for purpose and complies with the Integrity Code.



Notify other authorities where necessary

Your organisation must:

- report any suspected criminal behaviour to the New Zealand Police immediately
- notify any other organisation or body of the issue of serious concern if required to do so under law and it is permitted under the Privacy Act 2020.

Privacy policy template (DOCX 89.3KB)

You can find policies and guides at sportintegrity.nz/resources

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