



Athletics Essendon

MEMBER PROTECTION POLICY

VERSION 1.1 Feb 2026

1. OUR COMMITMENT

Athletics Essendon (Club) is committed to creating environments where its members feel safe and secure. This is part of the Club's vision for a 'family friendly club' and this Policy is part of our commitment to achieving this.

2. PURPOSE OF OUR POLICY

Athletics Essendon is committed to ensuring that everyone involved with Athletics is treated with respect and dignity and is protected from Abuse, Bullying, Harassment, Sexual Misconduct, Discrimination, Victimisation and Vilification.

Our Policy is aligned with Athletic Australia's Member Protection Policy, and our Club will use this as the basis as it is updated.

Our member Protection Policy is surpassed by The Law and will be actioned in accordance with The Rule of Law. <https://www.ruleoflaw.org.au/principles/>

3. WHOM OUR POLICY APPLIES TO

This policy applies to everyone involved in the activities of our club, whether they are in a paid or unpaid/voluntary capacity, and including:

- Person registered with Athletics Essendon or who participates in and/or attends an Activity that the Club is responsible for, including people who may not be registered with us directly and people who participate in or attend any of our activities free of charge;
- Athletes;
- Coaches and assistant coaches appointed to train, or otherwise involved in training, other Participant(s) in an Activity;

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- Administrators who have a role in the administration or operation of the club, including committee members, team managers or other persons;
- Officials, including technical officials or other officials appointed by the Club in connection with 'what we do'.
- Support personnel who are appointed in a professional or voluntary capacity by the club, Athletics Australia, or any league, competition, series, club or team sanctioned by us or Athletics Victoria, including sports science sports medicine personnel, team managers, agents, selectors, and team staff members.

4. EXTENT OF OUR POLICY

Our Member Protection Policy covers all activities and participants within our Club as defined within the Athletics Australia Member Protection Policy, Definitions and Jurisdiction scope.

<https://www.athletics.com.au/about/constitution-policies>

5. CLUB RESPONSIBILITIES

We will:

- adopt, implement and comply with this Policy, aligned with Athletics Victoria and Athletics Australia's visions and commitments;
- ensure that this policy is enforceable;
- publish, distribute and promote this policy and the consequences of any breaches of this policy;
- promote and model appropriate standards of behavior at all times;
- deal with any complaints made under this policy in an appropriate manner;
- deal with any breaches of this policy in an appropriate manner;
- recognise and enforce any penalty imposed under this policy;
- ensure that a copy of this policy is available or accessible to all people to whom this policy applies through our website and members portal;
- review this policy every 2 years; and
- seek advice from and refer serious issues to Athletics Victoria and/or Athletics Australia as appropriate.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national bodies request to be referred to them.

6. INDIVIDUAL RESPONSIBILITIES

Everyone associated with our Club must:

- make themselves aware of the contents of this policy;
- comply with all relevant provisions of this policy, including the standards of behaviour outlined in this policy;
- consent to the screening requirements set out in this policy, our state Working with Children checks if the person holds or applies for a role that involves regular unsupervised contact with a child or young person under the age of 18, or where otherwise required by law;
- treat other people with respect;
- always place the safety and welfare of children above other considerations;
- be responsible and accountable for their behaviour; and
- follow the guidelines outlined in this policy if they wish to make a complaint or report a concern about possible child abuse, discrimination, harassment, bullying or other inappropriate behaviour;
- comply with any decisions and/or disciplinary measures imposed under this policy.

7. PROTECTION OF CHILDREN

7.1. Child Protection

The Club is committed to the safety and wellbeing of children and young people who participate in our club's activities or use our services. We support the rights of the child and will act at all times to ensure that a child-safe environment is maintained. We also support the rights and well-being of our staff and

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volunteers and encourage their active participation in building and maintaining a secure and safe environment for all participants.

The Policy applies to all relevant people involved in the Club, or contracted organisations (e.g. maintenance, event hirers etc.)

The following is not within the scope of this Policy and as defined by Athletics Australia.

- i. where an interaction (including social media interactions) occurs involving one or more Relevant Persons or Relevant Organisation, and the only link or connection between the interaction and Athletics is the fact that one or more individuals are Relevant Persons or Relevant Organisation¹; and
- ii. where Prohibited Conduct occurs in contravention of this Policy, any subsequent conduct, or interaction(s) that, whilst related to the original Prohibited Conduct, no longer directly relates to Athletics (even where such conduct or interaction(s) would otherwise be Prohibited Conduct)².

7.2. Prohibited Conduct

A breach of this Policy is activated when a relevant person or organisation engages in any of the following conduct against one or more relevant people, including:

- (a) Abuse;
- (b) Bullying;
- (c) Harassment;
- (d) Sexual Misconduct;
- (e) Discrimination; (f) Victimisation; or (g) Vilification.

Appendix A sets out examples of what may constitute Prohibited Conduct under this Policy.

7.3. Our Commitment to Club Leaders

Our Club will embrace Athletics Victoria / Athletics Australian standards and requirements for people to become coaches or hold Team Manager roles within the Club, and that includes roles where they may

be with children (U-18) by themselves. This will include ensuring all such persons are aware of their obligations and have a Working with Children pass before they are placed in that position.

The Club will ensure that Working with Children Checks and criminal history assessments are conducted for employees and volunteers working with children where an assessment is required by law. If a criminal history report is obtained as part of the screening process. We will ensure that the criminal history information is dealt with confidentially and in accordance with relevant legal requirements. (See Attachment 1.3)

7.4. Supervision

Children under the age of [18] must be supervised at all times by a responsible adult. We endeavour to provide an appropriate level of supervision at all times. If a member finds a child under the age of [18] is unsupervised, they should assume responsibility for the child's safety until the child's parent/guardian or supervisor is located.

Parents must collect their children on time for courtesy and safety. If a member appears to be left alone with just one child at the end of any club activity, they will ask another member to stay until the child is collected.

¹ Such as two Members of our Club getting into a verbal or physical argument at a shopping centre, or two Members sending abusive social media messages to each other that have no direct link to Athletics.

² Such as where a Member of the Club allegedly breaches this Policy by physically assaulting another Member at a competition, but then the personal grievance(s) between those two individuals spills into issues not directly related to Athletics, such as social media abuse.

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7.5. Transportation

Parents and or guardians are responsible for organising the transportation of their children to and from club activities (e.g. training and competition). Where we make arrangements for the transportation of children (e.g. for away competitions or overnight trips such as training camps or interstate competitions), we will conduct a risk assessment that includes ensuring vehicles are adequately insured, the driver has a current and appropriate license for the vehicle being used and the appropriate safety measures are in place (e.g. fitted working seatbelts)].

7.6. Taking Images of Children

Images of children can be used inappropriately or illegally. We require that members, wherever possible, obtain permission from a child's parent or guardian before taking an image of a child that is not their own.

We will also make sure that the parent or guardian understands how the image will be used.

To respect people's privacy, we do not allow camera phones, videos, and cameras inside changing areas, showers, and toilets that we control or that are used in connection with our Club.

When using a photo of a child, we will not name or identify the child or publish personal information, such as residential address, email address or telephone number, without the consent of the child's parent or guardian. We will not provide information about a child's hobbies, interests, school or the like, as this can be used by pedophiles or other persons to "groom" a child.

We will only use images of children that are relevant to our club's activities, and we will ensure that they are suitably clothed in a manner that promotes our club. We will seek permission from a child's parent or guardian before using their images.

8. DISCRIMINATION, HARASSMENT AND BULLYING

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

We recognise that people may not be able to enjoy themselves or perform at their best if they are treated unfairly, discriminated against, harassed or bullied.

8.1 Discrimination

Unlawful discrimination involves the less favorable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws.

- Discrimination includes both direct and indirect discrimination:
- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavorably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

8.2 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation.

The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

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Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in their State as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

8.3 Bullying

We are committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.

Bullying is characterised by repeated, unreasonable behaviour directed at a person, or group of persons, that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one-off instances can amount to bullying.

The following types of behaviour, where repeated or occurring as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including shouting, swearing, teasing, making belittling remarks or persistent unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.

Bullying includes cyberbullying, which occurs through the use of technology. New technologies and communication tools, such as smartphones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. We will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

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If any person believes they are being, or have been, bullied by another person or organisation bound by this policy, he or she may make a complaint. (Refer to Item 10 of this policy.)

1. INCLUSIVE PRACTICES

Our club is welcoming, and we will seek to include members from all areas of our community, including our commitment we will:

9.1 People with a disability

We will not discriminate against any person because of a disability. Where necessary, we will make reasonable adjustments (e.g., modifications to equipment and rules) to enable participation.

9.2 People from diverse cultures

We will support, respect, and encourage people from diverse cultures and religions to participate in our club. Where possible, we will accommodate requests for flexibility (e.g., modifications to uniforms).

9.3 Sexual & Gender Identity

All people, regardless of their sexuality or gender identity, are welcome at our club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

9.4. Pregnancy

We are committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our Club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and well-being of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with partners. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this policy, she may make a complaint (see section 10).

10. RESPONDING TO COMPLAINTS

10.1 Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our Club will handle complaints based on the principles of procedural fairness, and ensure:

- all complaints will be taken seriously;
- the person against whom the complaint is alleged (accused) will be given full details of what is being alleged and have the opportunity to respond to those allegations;
- irrelevant matters will not be taken into account;
- decisions will be unbiased; and

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- any penalties imposed will be reasonable.

More serious complaints may be escalated to Athletics Victoria.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our Club may need to report the behaviour to the police and/or relevant government authority.

10.2 Complaint Handling Process

When our club receives a complaint, the person receiving the complaint (e.g. President, Member Protection Information Officer) will:

- listen carefully and ask questions to understand the nature and extent of the concern;
- ask the complainant how they would like their concern to be resolved and if they need any support;
- explain the different options available to help resolve the complainant's concern; • inform the relevant government authorities and/or police, if required by law to do so; and
- where possible and appropriate, maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- ensuring parties participating in a review are impartial, addressing real or perceived bias;
- supporting the person complaining to talk to the person being complained about;
- bringing all the people involved in the complaint together to talk objectively through the problem (this could include external mediation);
- gathering more information (e.g. from other people that may have seen the behaviour);
- seeking advice from our district, regional, state and/or national body or from an external agency (e.g. State Department of Sport or anti-discrimination agency);
- referring the complaint to Athletics Victoria; and/or
- referring the complainant to an external agency such as a community mediation centre, police or anti-discrimination agency.

In situations where a complaint is referred to Athletics Victoria and an investigation is conducted, the club will:

- co-operate fully with the investigation;
- where applicable, ensure the complainant is not placed in an unsupervised situation with the accused; and
- act on Athletics Victoria's recommendations.

At any stage of the process, a person can seek advice from an anti-discrimination commission or other external agency and, if the matter is within their jurisdiction, may lodge a complaint with the antidiscrimination commission or other external agency.

10.3 Disciplinary Sanctions

Our Club may take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- be applied consistent with any contractual and employment rules and requirements;
- be fair and reasonable;
- be based on the evidence and information presented and the seriousness of the breach;
- and be determined in accordance with our Constitution (Part 3—Members, Disciplinary Procedures and Grievances, Division 2 – Disciplinary Action).

Possible sanctions that may be taken include:

- a direction that the individual make verbal and/or written apology;
- counselling of the individual to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity; □ de-registration of accreditation for a period of time or permanently;

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- a fine; or
- any other form of discipline that our club considers reasonable and appropriate.

10.4 Appeals

The complainant or respondent may be entitled to lodge an appeal against a decision made in relation to a complaint (including a decision where disciplinary sanctions are imposed by our club) to Athletics Victoria. Appeals must be based on any right of appeal provided for in accordance with our Constitution (Part 3—Members, Disciplinary Procedures and Grievances, Division 3 -Grievance Procedure), and any other relevant rules, regulations or by laws.

10.5 Vexatious Complaints & Victimisation

Athletics Essendon is committed to ensuring that its complaints procedures are fair, transparent, and applied with integrity, and that all parties involved are protected from unfair treatment or reprisals.

If, at any stage of the complaint process, the Club's President, Member Protection Information Officer (MPIO), or delegated officer reasonably believes that a complaint has been knowingly made with false, malicious or vexatious intent, the matter may be addressed under this Policy. This may include referral for disciplinary action in accordance with Section 10.3 and the Club's Constitution.

At the same time, Athletics Essendon will take all reasonable steps to ensure that no person involved in a complaint is victimised for making a complaint, supporting a complainant, or participating in the complaint resolution process.

Victimisation of any person involved in a complaint will be treated as a serious breach of this Policy and may result in disciplinary action.

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ATTACHMENT 1.1: MEMBER PROTECTION DECLARATION

Athletics Essendon has a duty of care to all those associated with our club and to the individuals and organisations to whom this policy applies. As a requirement of our Member Protection Policy, we must enquire into the background of those who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

I (name) of

..... (address) born/...../.....

sincerely declare:

- I do not have any criminal charge pending before the courts.
- I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children or acts of violence.
- I have never been charged with or had any disciplinary proceedings brought against me, by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment or acts of violence, regardless of the outcome.
- To my knowledge there is no other matter that the club may consider to constitute a risk to its members, employees, volunteers, athletes or reputation by engaging me.

I will notify the President of the club immediately upon becoming aware that any of the matters set out in clauses 1 to 4 above has changed.

Declared in the State/Territory of

on/...../.....(date) Signature

.....

Parent/Guardian Consent (in respect of a person under the age of 18 years)

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:.....

Date:

ATTACHMENT 1.2: WORKING WITH CHILDREN CHECK REQUIREMENTS

Working with Children Checks aim to create a child-safe environment and to protect children and young people involved in our sport from physical and sexual harm.

They assess the suitability of people to work with children and young people and can involve: criminal history checks; signed declarations; referee checks; and other relevant background checks to assess a person's suitability to work with children and young people.

Working with Children Check requirements vary across Australia. [Fact Sheets](#) for each state and territory are available on the Play by the Rules website: www.playbytherules.net

Detailed information, including the forms required to complete a Working with Children Check, are available from the relevant agencies in each state and territory.

Victoria
Contact the Department of Justice

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Website: www.workingwithchildren.vic.gov.au

Phone: 1300 652 879

Travelling to other states or territories

It is important to remember that when travelling to other states or territories, representatives of sporting organisations must comply with the legislative requirements of that particular state or territory.

In certain jurisdictions, temporary, time limited exemptions from working with children checks may be available for interstate visitors with a Working with Children Check in their home state.

The laws providing interstate exemptions are not consistent across Australia.

If an employee or volunteer for your club is travelling interstate to do work that would normally require a working for children check, you will need to check the relevant requirements of that state or territory.

ATTACHMENT 2: CLUB CHARTER – AKA TRACK ETIQUETTE

Please refer to Track Etiquette Policy.

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Nature of complaint (category/basis/grounds) Can tick more than one box	☐ Harassment or ☐ Discrimination ☐ Sexual/sexist ☐ Selection dispute ☐ Coaching methods ☐ Sexuality ☐ Personality clash ☐ Verbal abuse ☐ Race ☐ Bullying ☐ Physical abuse ☐ Religion ☐ Disability ☐ Victimisation ☐ Pregnancy ☐ Child Abuse ☐ Unfair decision ☐ Other
What they want to happen to fix issue	
Information provided to them	
Resolution and/or action taken	
Follow-up action	

PROCEDURE FOR HANDLING ALLEGATIONS OF CHILD ABUSE

If you believe a child is in immediate danger or a life-threatening situation, contact the Police immediately on 000.

Fact sheets on reporting allegations of child abuse in different states and territories are available at www.playbytherules.net.au

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We will treat any allegation of child abuse or neglect promptly, seriously and with a high degree of sensitivity.

All people working with our Club in a paid or unpaid capacity must report any concerns to the appropriate authorities, following the steps outlined below.

Step 1: Receive the allegation

If a child or young person raises with you an allegation of child abuse or neglect that relates to them or to another child, it is important that you listen, stay calm and be supportive.

Do	Don't
Make sure you are clear about what the child has told you	Do not challenge or undermine the child
Reassure the child that what has occurred is not his or her fault	Do not seek detailed information, ask leading questions or offer an opinion.
Explain that other people may need to be told in order to stop what is happening.	Do not discuss the details with any person other than those detailed in these procedures.
Promptly and accurately record the discussion in writing.	Do not contact the alleged offender.

Step 2: Report the allegation

- Immediately report any allegation of child abuse or neglect, or any situation involving a child at risk of harm, to the police and/or the relevant child protection agency. You may need to make a report to both.
- Contact the relevant child protection agency or police for advice if there is **any** doubt about whether the allegation should be reported.
- If the allegation involves a person to whom this policy applies, then also report the allegation to the Club Complaints Officer / Member Protection Officer of Athletics Essendon so that he or she can manage the situation.

Step 3: Protect the child and manage the situation

- The Club Complaints Officer / Member Protection Officer will assess the immediate risks to the child and take interim steps to ensure the child's safety and the safety of any other children. This may include redeploying the alleged offender to a position where there is no unsupervised contact with children, supervising the alleged offender or removing/suspending him or her until any investigations have been concluded. Legal advice should be sought before any interim steps are made if the person is an employee of The Club
- The Club Complaints Officer / Member Protection Officer will consider what services may be most appropriate to support the child and his or her parent/s.
- The Club Complaints Officer / Member Protection Officer will consider what support services may be appropriate for the alleged offender.
- The Club Complaints Officer / Member Protection Officer will seek to put in place measures to protect the child and the alleged offender from possible victimisation and gossip.

Step 4: Take internal action

- At least three different investigations could be undertaken to examine allegations that are made against a person to whom this policy applies, including:
 - a criminal investigation (conducted by the police)
 - a child protection investigation (conducted by the relevant child protection agency)
 - a disciplinary or misconduct inquiry/investigation (conducted by the Club)
- Athletics Essendon will assess the allegations and determine what action should be taken in the circumstances. Depending on the situation, action may include considering whether the alleged offender should return to his or her position, be dismissed, banned or suspended or face other disciplinary action.
- If disciplinary action is undertaken, we will follow the procedures set out in *[Clause 9]* of our Member Protection Policy.
- Where required we will provide the relevant government agency with a report of any disciplinary action we take.
- Contact details for advice or to report an allegation of child abuse

CONFIDENTIAL RECORD OF CHILD ABUSE ALLEGATION

Complainant's Name (if other than the child)		Date Formal Complaint Received: / /
Role/status in sport		
Child's name	Age:	
Child's address		
Person's reason for suspecting abuse (e.g. observation, injury, disclosure)		
Name of person complained about		
Role/status in sport	☐ Administrator (volunteer) ☐ Parent ☐ Athlete/player ☐ Spectator ☐ Coach/Assistant Coach ☐ Support Personnel ☐ Employee (paid) ☐ Other ☐ Official	

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Witnesses (if more than 3 witnesses, attach details to this form)	Name (1): Contact details: Name (2): Contact details: Name (3): Contact details:
Interim action (if any) taken (to ensure child's safety and/or to support needs of person complained about)	
Police contacted	Who: When: Advice provided:
Government agency contacted	Who: When: Advice provided:
President and/or MPIO contacted	Who: When:
Police and/or government agency investigation	Finding:
Internal investigation (if any)	Finding:
Action taken	
Completed by	Name: Position: Signature: / /
Signed by	Complainant (if not a child)

This record and any notes must be kept in a confidential and safe place and provided to the relevant authorities (police and government) should they require them.

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Document History

Version	Author	Date	Change
1.0	Kim Walsh	Jan 2025	Initial version
1.1	Mark Giglio	5 Feb 26	Added 10.5 Vexation Complaints and updated logo