

# Canoeing Victoria Code of Conduct Policy

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## Overview

The specifics of this policy are a direct relevant subset of the Australian Canoeing Membership Protection policy\* and has been extracted to highlight to the Canoeing Victoria community the specifics of expected behavior whilst engaging with any canoeing or administrative activity.

As an affiliated member of Australian Canoeing, Canoeing Victoria as a recognized State Sporting Association and its members agree to abide and implement this policy and any future amendments.

\*With formatting amendments only

### 3. Who this Policy Applies To

This policy applies to the following, whether they are in a paid or unpaid/voluntary capacity:

- Individuals sitting on boards, committees and sub-committees;
- Employees, volunteers and paid contractors;
- Support personnel (e.g. managers, physiotherapists, psychologists, masseurs, sport trainers);
- Coaches and assistant coaches;
- Athletes and players;
- Referees, umpires and other officials;
- Members, including life members;
- Member associations;
- Affiliated clubs and associated organisations;
- Peak associations and the national body;
- Any other person or organisation that is a member of or affiliated to *Australian Canoeing Inc.*;
- Parents, guardians, spectators and sponsors to the full extent that is possible.

### 4. Code Of Conduct

*Australian Canoeing Inc.* requires every individual and organisation bound by this policy to:

- 4.1 Be ethical, fair and honest in all their dealings with other people and *Australian Canoeing Inc.*;
- 4.2 Treat all persons with respect and courtesy and have proper regard for their dignity, rights and obligations;
- 4.3 Always place the safety and welfare of children above other considerations;
- 4.4 Comply with *Australian Canoeing's* constitution, rules and policies including this member protection policy;
- 4.5 Operate within the rules and spirit of the sport;
- 4.6 Comply with all relevant Australian laws (Federal and State), particularly anti-discrimination and child protection laws;
- 4.7 Be responsible and accountable for their conduct; and
- 4.8 Abide by the relevant Role-Specific Codes of Conduct outlined in Part D of this policy.

### 5. Organisational Responsibilities

Australian Canoeing its affiliated State Associations/Clubs must:

- 5.1 Adopt, implement and comply with this policy;
- 5.2 Publish, distribute and otherwise promote this policy and the consequences for breaching it;
- 5.3 Promote appropriate standards of conduct at all times;
- 5.4 Promptly deal with any breaches of or complaints made under this policy in an impartial, sensitive, fair, timely and confidential manner;

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- 5.5 Apply this policy consistently without fear or favour;
- 5.6 Recognise and enforce any penalty imposed under this policy;
- 5.7 Ensure that a copy of this policy is available or accessible to the persons to whom this policy applies
- 5.8 Appoint or have access to appropriately trained people to receive and handle complaints and allegations (*MPIO - Member Protection Information Officer*) and display the names and contact details in a way that is readily accessible; and
- 5.9 Monitor and review this policy at least annually.

### 6. Individual Responsibilities

Individuals bound by this policy are responsible for:

- 6.1 Making themselves aware of the policy and complying with the standards of conduct outlined in this policy;
- 6.2 Consenting to a national police check if the individual holds or applies for a role that *involves direct and/or unsupervised contact with people under the age of 18 years*;
- 6.3 Complying with all other requirements of this policy;
- 6.4 Co-operating in providing a discrimination, child abuse and harassment free sporting environment;
- 6.5 Understanding the possible consequences of breaching this policy.

### 7. Canoeing Victoria Responsibilities (in addition to point 5)

(\* Not documented under the Australian Canoeing Membership Protection By-Law)

- 7.1 promote the Code of Conduct to all persons involved in the sport or club
- 7.2 ensure reporting and assessment processes are in place to identify and penalise breaches of the Code
- 7.3 report on the implementation of the Code to the Victorian State Government on an annual basis
- 7.4 ensure that every person involved in the sport is able to exercise their rights without fear of victimisation.

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## **Attachment D1: General Code of Conduct**

Australian Canoeing Inc. expects high standards of behaviour from all people involved in the sport. It is vital that the integrity of the sport is maintained in accordance with the four guiding principles: Fairness, Respect, Responsibility and Safety as outlined in *The Essence of Australian Sport's* Universal Code of Behaviour. As a person required to comply with this By-Law, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Australian Canoeing, a State Association or an Affiliated Club and in any role you hold within Australian Canoeing, a State Association or an Affiliated Club:

### Fairness

1. Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
2. Encourage opportunities for participants to learn appropriate behaviours and skills
3. Encourage participation in all aspects of the sport.
4. Be fair, considerate and honest in all dealing with others.

### Respect

5. Treat each person as an individual.
6. Be a positive role model.
7. Display control, tolerance and courtesy to all involved with the sport.
8. Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
9. Do not use your involvement with Australian Canoeing, a State Association or an Affiliated Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Australian Canoeing, the State Associations or the Affiliated Clubs.

### Responsibility

10. Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
11. Adopt appropriate behaviour in relation to the use of alcohol and recreational and performance enhancing drugs.
12. Act with integrity and accept responsibility for your actions.
13. Make a commitment to providing quality service.
14. Understand your responsibility if you breach, or are aware of any breaches of this Code of Behaviour.

### Safety

15. Ensure your actions contribute to a safe environment.
16. Ensure your actions contribute to a harassment free environment.
17. Do not tolerate violence or abusive behaviours.
18. Show concern and caution towards others who may be sick or injured.

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## ***Attachment D2: Coach, Registered Instructor and Guide Code of Conduct***

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Australian Canoeing, a State Association or an Affiliated Club and in your role as a coach or registered instructor and guide of Australian Canoeing, a State Association or an Affiliated Club:

- 1 Treat all canoeists with respect at all times. Be honest and consistent with them.
- 2 Honour all promises and commitments, both verbal and written.
3. Provide feedback to canoeists in a caring sensitive manner to their needs. Avoid overly negative feedback.
- 4 Recognise canoeists' rights to consult with other coaches and advisers. Cooperate . fully with other specialists (eg. sports scientists, doctors, physiotherapists etc).
- 5 Treat all canoeists fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
- 6 Encourage and facilitate canoeists' independence and responsibility for their own behaviour, performance, decisions and actions.
- 7 Involve the canoeists in decisions that affect them.
- 8 Determine, in consultation with canoeists and others, what information is confidential And respect that confidentiality.
- 9 Encourage a climate of mutual support among your canoeists.
- 10 Encourage canoeists to respect one another and to expect respect for their worth as individuals regardless of their level of play.
- 11 At all times use appropriate training methods that in the long term will benefit the canoeists and avoid those which could be harmful.
- 12 Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the canoeists.
- 13 Be acutely aware of the power that you as a coach / registered instructor and guide develop with your canoeists in the coaching relationship and avoid any sexual intimacy with canoeists that could develop as a result.
14. Avoid situations with your canoeists that could be construed as compromising.
- 15 Refrain from any form of sexual harassment towards canoeists. Any physical contact with a person should be appropriate to the situation and necessary for the canoeist's skill development.
- 16 Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
- 17 Respect the fact that your goal as a coach / registered instructor and guide for the canoeist may not always be the same as that of the canoeist. Aim for excellence based upon realistic goals and due consideration for the canoeist's growth and development.
- 18 Recognise individual differences in canoeists and always think of the canoeist's longterm best interests.
- 19 Help each canoeist reach their potential
- 20 Set challenges for each canoeist which are both achievable and motivating.
- 21 At all times act as a role model that promotes the positive aspects of sport and of canoeing by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of canoeing and of coaching at all times.
22. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your canoeists.
- 22 Encourage canoeists and coaches to develop and maintain integrity in their relationship with others.
- 23 Respect other coaches / registered instructors and guides and always act in a manner characterised by courtesy and good faith.
- 24 When asked to coach a canoeist, ensure that any previous coach-canoeist relationship has been ended by the canoeist-others in a professional manner.
- 25 Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.

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- 26 Know and abide by Australian Canoeing rules, regulations and standards, and encourage canoeists to do likewise. Accept both the letter and the spirit of the rules.
- 27 Be honest and ensure that qualifications are not misrepresented.
- 28 Be open to other people's opinion and willingness to continually learn and develop.

## ***Attachment D3: Officials Code of Conduct***

In addition to General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Australian Canoeing, a State Association or an Affiliated Club and in your role as an official appointed by Australian Canoeing, a State Association or an Affiliated Club:

1. Place the safety and welfare of the canoeists/participants above all else.
2. Accept responsibility for all actions taken.
3. Condemn unsporting behaviour and promote respect for all opponents.
4. Avoid any situation that may lead to a conflict of interest.
5. Be courteous, impartial respectful and open to discussion and interaction.
6. Value the individual in sport.
7. Encourage and promote rule changes that will make participation more enjoyable.
8. Encourage inclusivity and access to all areas of officiating.

## ***Attachment D4: Canoeist Code of Conduct***

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Australian Canoeing, a State Association or an Affiliated Club and in your role as a canoeist of Australian Canoeing, a State Association or an Affiliated Club:

1. Give your best at all times
2. Participate for your own enjoyment and benefit.
3. Respect the rights, dignity and worth of fellow canoeists, coaches, registered instructors and guides, officials and spectators.
4. Refrain from conduct which could be regarded as sexual or other harassment towards fellow canoeists and coaches / registered instructors and guides.
5. Respect the talent, potential and development of fellow squad members and competitors.
6. Care and respect the equipment provided to you as part of your program.
7. Be frank and honest with your coach / registered instructor and guide concerning illness and injury and your ability to train fully within the program requirements.
8. Conduct yourself in a professional manner relating to language, temper and punctuality.
9. Maintain high personal behaviour standards at all times.
10. Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
11. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
12. Cooperate with coaches, registered instructors and guides and staff in development of programs to adequately prepare you for competition at the highest level.

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## ***Attachment D5: Administrator (volunteer) Code of Conduct***

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Australian Canoeing, a State Association or an Affiliated Club and in any role as an administrator of Australian Canoeing, a State Association or an Affiliated Club:

1. Be fair, considerate and honest in all dealing with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
4. Resolve conflicts fairly and promptly through established procedures.
5. Maintain strict impartiality.
6. Maintain a safe environment for you and others.
7. Be aware of your legal responsibilities.
8. Be a positive role model for others.
9. Act honestly, in good faith and in the best interests of the sport as a whole.
10. Ensure that any information acquired or advantage gained from the position is not used improperly.
11. Conduct responsibilities with due care, competence and diligence.
12. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

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## ***Attachment D6: Parent/Guardian Code of Conduct***

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Australian Canoeing, a State Association or an Affiliated Club and in your role as a parent/guardian of a canoeist of Australian Canoeing, a State Association or an Affiliated Club:

1. Treat your child the same irrespective of them winning or losing.
1. Remember that your child participates in the sport of canoeing for their enjoyment not yours.
2. Try to have fun when you are around your children at competitions and regattas.
3. Well-directed humour can be a great de-stressor.
4. Look relaxed, calm and positive on the sidelines.
5. Make friends with other parents at competitions.
6. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
7. Respect officials' and coaches' decisions and teach children to do likewise.
8. Show appreciation for coaches, officials and administrators.
9. Understand that children will benefit from a break sometimes and that involvement in other sports is okay.
10. Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer.
11. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
12. Let your child know that your love for them is not associated with their sporting performances.
13. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
13. Occasionally let your child compete without you being there and hovering over them.
14. Emphasise the good things your child did in preparing for and during the competition/regatta.
15. Try to avoid:
  - Saying "we're racing today". Instead say "you're racing today". Give your child credit for accepting the responsibility of performing.
  - Getting too pushy or believe that you are indispensable. Let the coach do the coaching.
  - Living through your child's performances.
  - Turning away when your child performs.
  - Turning away when your child's behaviour is unsportsmanlike.
  - Telling your child what he/she did wrong after a tough race.
  - Making enemies with your child's opponents or family during a competition/regatta.
  - Making your child feel guilty by reminding them about all the time, money and sacrifices you are making for his or her sport.
  - Thinking of your child's sporting performances as an investment for which you expect a return.
  - Badgering, harassing or use sarcasm to motivate your child.
  - Comparing your child's performances with those of other children.
  - Forcing your child to go to training. If they are sick of training find out why and discuss it with them.
  - Ridiculing or yell at a child for making a mistake or losing a competition.

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## ***Attachment D7: Board Member Code of Conduct***

1. A Director should act honestly, in good faith and in the best interests of AC at all times.
2. A Director should use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. A Director should not make improper use of information acquired as a Director.
4. A Director should not take improper advantage of the position as a Director.
5. A Director should be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board of Directors.
6. A Director should not engage in conduct likely to bring discredit upon AC.
7. A Director should advise the Board immediately when he/she becomes aware of any issue that may give rise to legal, regulatory or disciplinary actions. If such actions may impact on AC reputation, he/she should either step down until the matter has been resolved or resign from the Board. Once the matter has been resolved, it will be for the Board to decide whether the Director should resume his/her position or resign.
8. A Director should not place himself or herself in a position where there is a possibility of conflict.
9. A Director should advise the Board if he/she have a material personal interest in a matter that relates to the affairs of AC. If this matter is being voted upon, then he/she must not vote on the matter or be present while the matter is being considered.
10. A Director should not solicit or accept benefits, entertainment, gifts, bribes, secret commissions or illegal inducements of any kind.
11. A Director must not disclose confidential information unless that disclosure has been duly authorised by the Board.
12. A Director should show concern and courtesy towards others.

## ***Attachment D8: Spectator Code of Conduct***

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young player for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

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## 8 Complaints Procedures

### 8.1 Complaints

Australian Canoeing Inc. aims to provide an easy to use, confidential and trustworthy procedure for complaints based on the principles of natural justice. Any person may report a complaint (complainant) about a person/s or organisation bound by this policy if they reasonably believe that a person/s or a sporting organisation has breached this policy. A complaint should be reported to the *MPIO*.

A complaint may be reported as an informal or formal complaint. The complainant decides whether the complaint will be dealt with informally or formally unless *the MPIO* considers that the complaint falls outside the parameters of this By-law and would be better dealt with another way. All complaints will be dealt with promptly, seriously, sensitively and confidentially. Our complaint procedures are outlined in attachment *C* of this By-Law.

### 8.2 Vexatious Complaints & Victimisation

Australian Canoeing Inc. aims to ensure our complaints procedure has integrity and is free of unfair repercussions or victimisation. If at any point in the complaint process the *MPIO* considers that a complainant has **knowingly** made an untrue complaint or the complaint is vexatious or malicious, the matter may be referred to *Australian Canoeing's Hearing's Tribunal* for appropriate action which may include disciplinary action against the complainant. Australian Canoeing Inc. will also take all necessary steps to make sure that people involved in a complaint are not victimised by anyone for coming forward with a complaint or for helping to sort it out. Disciplinary measures will be imposed on anyone who victimises another person for making a complaint.

### 8.3 Mediation

Australian Canoeing Inc. aims to sort out complaints with the minimum of fuss wherever possible. In many cases, complaints can be sorted out by agreement between the people involved with no need for disciplinary action. The people involved in a formal complaint - the complainant and the person complained about (respondent) - may also seek the assistance of a neutral third person or a mediator. The complainant and/or respondent may have a representative present, but such person will not be able to negotiate on behalf of the complainant and/or respondent.

Mediation may occur either before or after an investigation of a complaint. If a complainant wishes to try and resolve the complaint with the assistance of a mediator, the *President or their nominee* will, in consultation with the complainant, arrange for a mediator to mediate the complaint. More information on the mediation process is outlined in attachment *C* of this policy.

### 8.4 Tribunals

A hearings tribunal may be formed to hear a formal complaint that has been referred by *MPIO*, or an alleged breach of the policy. Our tribunal hearings procedure is outlined in attachment *C* of this policy. A respondent may lodge one appeal only to the appeal tribunal in respect of a decision of a hearing tribunal. The decision of the appeal tribunal is final and binding on the people involved to the appeal. Our appeals process is outlined in attachment *C* of this policy.

Every organisation bound by this policy will recognise and enforce any decision made, and form of discipline imposed, by an appeals tribunal under this policy. *Members of hearing and appeal tribunals will be indemnified by the organisation that appointed them against any claim for loss, compensation or damages, and for costs incurred defending a claim made against them, because of their function as a member of a hearings or appeals tribunal.*

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## 9 What is a Breach of this policy

It is a breach of this policy for any person or organisation to which this policy applies, to have been found to have:

- 9.1 Done anything contrary to this policy;
- 9.2 Breached the Code of Conduct and Role-Specific Codes of Conduct;
- 9.3 Brought the sport *and/or Australian Canoeing Inc.* into disrepute;
- 9.4 Failed to follow *Australian Canoeing Inc.* policies and procedures for the protection, safety and welfare of children;
- 9.5 Appointed or continued to appoint a person to a role that involves working with children and young people contrary to this policy;
- 9.6 Discriminated against or harassed any person;
- 9.7 Victimised another person for reporting a complaint;
- 9.8 Engaged in a sexually inappropriate relationship with a person that the person supervises, or has influence, authority or power over;
- 9.9 Disclosed to any unauthorised person or organisation any *Australian Canoeing Inc.* information that is of a private, confidential or privileged nature;
- 9.10 Made a complaint they **knew** to be untrue, vexatious, malicious or improper;
- 9.11 Failed to comply with a penalty imposed after a finding that the individual or organisation has breached this policy;
- 9.12 Failed to comply with a direction given to the individual or organisation during the discipline process.

## 10. Forms of Discipline

If an individual or organisation to which this policy applies breaches this policy, one or more forms of discipline may be imposed. These may include making a verbal or written apology, paying a fine, being suspended or de-registered or having a person's appointment or employment terminated. More information on the range of disciplinary measures and the factors that will be considered before imposing discipline is at attachment C of this policy.

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