

TOCC: CODE OF CONDUCT

Prepared and to be read in conjunction with the AOCRA Member Protection and Risk Management Policy and Procedures August 2018

Our society expects high standards of behaviour from all people involved in sport and it is vital these expectations are met and the integrity of sport maintained. Regardless of the nature of a person's involvement in sport, The Essence of Australian Sport provides four guiding principles that lead to appropriate behaviour: Fairness, Respect, Responsibility and Safety.

The following Code of Conduct/Behaviour has been developed to reflect and uphold these principles and assist in retaining the integrity and enjoyable aspects of sport. In consistently enforcing the Code, TOCC and AOCRA will assist in providing safe and appropriate environments and quality services to their members, stakeholders and volunteers.

All Members and Persons involved in Outrigger Canoeing will:

- a) Operate within the rules and spirit of outriggering, promoting fair play over winning at any cost.
- b) Encourage and support opportunities for people to learn appropriate behaviours and skills.
- c) Support opportunities for participation in all aspects of the sport, and the club's activities
- d) Treat each person as an individual.
- e) Display control and courtesy and adopt appropriate and responsible behaviour in all interactions.
- f) Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- g) Be fair, considerate, honest and a positive influence in all dealings with others,
- h) Respect and abide by the decisions of TOCC Management Committee and Officials, Coaches and Administrators in the conduct of the sport.
- i) In the event of disagreement or dispute raise the matter in an appropriate forum and situation and in accordance with TOCC and AOCRA Member Protection Policy and Procedures,
- j) Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- k) Adopt responsible behaviour in relation to alcohol and other drugs.
- l) Respect all club equipment and assist where and when required in the maintenance of said equipment to ensure it is always in good working condition for all paddlers and club members
- m) Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- n) Ensure your decisions and actions contribute to a safe and harassment free environment for the conduct of all activities
- o) Do not tolerate harmful or abusive behaviours
- p) Do not abuse, threaten or intimidate any club member or members of other Outriggering Clubs.
- q) Be aware of and maintain an uncompromising adherence to TOCC standards, rules, regulations and policies
- r) Do not conduct yourself in any manner, or engage in any activity, whether on or off the competition arena, that would impair public confidence in the honest and orderly conduct of regattas and races or in the integrity and good character of any paddlers, or the reputation of the Club.
- s) Sign a code of conduct upon registration with TOCC and acknowledge with online payment of AOCRA fees that you have read and agree to abide by the code.

Coaches

- a) Place the safety and welfare of paddlers above all else.
- b) Help each person reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- c) Ensure any physical contact with a person is appropriate to the situation and necessary for the person's skill development.
- d) Be honest and do not allow your qualifications to be misrepresented.

Officials

- a) Place the safety and welfare of the paddlers above all else.
- b) Be consistent and impartial when making decisions.
- c) Address unsporting behaviour and promote respect for all people.

Management Committee Members / Administrators

- a) Act in the best interests of the sport, the club and members at all times.
- b) Undertake your role in good faith and honesty
- c) Attend Committee Meetings in accord with the constitution or send an apology
- d) Communicate effectively in verbal and written format with respect to both fellow committee members and members of the club
- e) Maintain confidentiality on relevant matters
- f) Ensure that any information acquired or advantage gained from the position is not used improperly.
- g) Declare any conflicts of interest as they arise
- h) Respect the rights, dignity and worth of all committee members, members, volunteers, partners, sponsors and external stakeholders regardless of gender, ability or cultural background.
- i) Accept responsibility for personal decisions and actions
- j) Be a positive role model / influence in behaviour and appearance and ensure all commentary is constructive and supportive
- k) Be open to feedback from members and respond appropriately
- l) Adhere to legislative requirements of the club
- m) Do not receive gifts or in kind that result in personal financial benefit
- n) Conduct your responsibilities with due care, competence and diligence.
- o) Do not allow prejudice, conflict of interest or bias to affect your objectivity.

Parents

- Encourage children to participate and have fun.
- Focus on the child's effort and performance rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.

Spectators & Volunteers

- Respect the performances and efforts of all people.
- Reject the use of violence in any form, whether it is by spectators, coaches, officials or athletes.

AOCRA also supports the Australian Sports Commission - Junior Sport - Codes of Behaviour
http://www.ausport.gov.au/__data/assets/pdf_file/0006/195873/Codes_of_Behaviourpdf_2006-55976-D.PDF

TOCC Complaint Management Process:

LEVEL OF COMPLAINT:

Category 1 –

Example: minimal disagreement (heated discussion on beach, inappropriate email communication)

Category 2 –

Example: matter of bullying, inappropriate communication in public or if category one hasn't been resolved

Category 3 –

Example: misconduct, serious protracted bullying

COMPLAINT FLOWCHART:

Category 1

- a) If you feel comfortable speak directly to person(s) with resolution in writing
- b) If you feel uncomfortable approaching person(s) directly forward the concern in writing to the president (via club secretary). If president is not available, delegate to Vice President
- c) President will discuss the Code of Conduct with the party concerned. The complaint will be documented on AOCRA Form G7 and confidentially stored.
- d) If the first two steps are not possible/reasonable, contact the AOCRA Member Protection Information Officer for further information/advice.

Category 2

- a) Matter to be forward in writing to President (via club secretary)
- b) President to investigate and discuss with party re Code of Conduct
- c) President to respond in writing to the parties concerned with acknowledgement and recommendation
- d) The complaint and its investigation will be documented on AOCRA Form G8 and confidentially stored.

Category 3

- Matter to be forwarded in writing to President (via club secretary) with urgency, after initial phone or face to face conversation
- President to investigate and discuss with party re Code of Conduct
- The complaint and its investigation will be documented on AOCRA Form G8 and confidentially stored.
- President to advise committee of the breach
- Dismissal from club

Notes;

Where President is unavailable, Vice President acts on their behalf

Where Code of Conduct relates to the President resolution falls to the Vice President

Committee or complainant can seek further advice from

- AOCRA Member Protection Information Officer or
- alternative Dispute Resolution organisation
- State Equal Opportunity Commission
- State Department of Sport & Recreation
- If issue relates to a person under 18years of age, contact – Child Protection Agency
- If issue relates to criminal offence, contact – local or state police

A formal complaint can also be made in writing to the AOCRA Complaints Officer at aco@aocra.com.au The complaint may be referred to a hearings tribunal

TOCC Disciplinary Action Guidelines:

Individual - If a finding is made that an individual has breached this policy, one or more of the following forms of discipline may be imposed:

Category 1

Noted on club communication, president reviews and communicates back to relevant parties

- a direction that the individual make a verbal and/or written apology;
- an order that the individual apologises for the conduct
- any other form of discipline that Townsville Outrigger Canoe Club Inc considers appropriate.

Category 2

Suspension from club training, use of club equipment and attendance at regattas and/or holding position on committee

- a suspension of the individual's membership or participation or engagement in a role or activity;
- a written warning;
- a direction that the individual attend counselling/mediation to address their behaviour;
- in the case of a coach or official, a direction that the relevant organisation de-register the accreditation of the coach or official for a period of time or permanently;
- an order that the individual pays a person or a group compensation or the supply, return, repair or replacement of any item, asset or object to any person or the club;
- any other form of discipline that Townsville Outrigger Canoe Club Inc considers appropriate.

Category 3

Expulsion/dismissal from the club after allegations proven

- termination of the individual's club membership, and/or committee position
- a recommendation to AOCRA to terminate the individual's membership
- a withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by AOCRA;
- an order that the individual pays AOCRA's or the complainants costs incurred in relation to the proceedings that may occur

Organisation -The behaviour and actions of Club Members impact on the credibility of the Townsville Outrigger Canoe Club Inc. If a finding is made that TOCC has breached the TOCC or AOCRA Member Protection and Risk Management Policy, one or more of the following forms of discipline may be imposed by Tribunal on Townsville Outrigger Canoe Club Inc.,

- a written warning;
- a fine;
- a direction that any rights, privileges and benefits provided to TOCC by AOCRA be suspended for a specified period;
- a direction that any funding granted or given to it by AOCRA cease from a specified date;
- a direction that AOCRA cease to sanction regattas held by or under the auspices of that organisation;
- a recommendation to AOCRA that its affiliation be suspended or terminated in accordance with the relevant constitution or rules; and/or
- any other form of discipline that AOCRA considers to be reasonable and appropriate.

Factors to consider - The form of discipline to be imposed on an individual or organisation will depend on factors such as:

- Nature and seriousness of the breach;
- If the person knew or should have known that the behaviour was a breach;
- Level of contrition;
- The effect of the proposed disciplinary measures on the person including any personal, professional or financial consequences;
- If there have been relevant prior warnings or disciplinary action;
- Ability to enforce discipline if the person is a parent or spectator (even if they are bound by the policy); and/or
- Any other mitigating circumstances.