



# SURFERS PARADISE OUTRIGGER CANOE CLUB INC

## CODE OF CONDUCT

This Code of Conduct (“Code”) is designed to ensure that appropriate forms of behaviour are adopted and maintained for all persons and teams associated with SPOCC. This code applies to members and any individuals who enter specific relationships with Surfers Paradise Outriggers for any period.

Surfers Paradise Outrigger Canoe Club Inc (“Surfers Paradise Outriggers - SPOCC”) is committed to excellence, equity and good sportsmanship in outrigger canoe racing. SPOCC shall strive to create the best possible environment in which:

- its participants and members can excel and achieve their goals, and
- its committee officers, directors, agents, representatives, members or volunteers can discharge their responsibilities to best ensure its participants and members can excel and achieve their goals.

### SCOPE OF CODE

The Code governs the conduct of all persons, whether members or non-members of SPOCC, associated with SPOCC sanctioned events including those who may from time to time be a member of any SPOCC team, activity or project.

### DEFINITION

Unless otherwise stated the words “person” or “persons” in this Code shall include but are not limited to:

- a member or non-member of a team who is an athlete (including, but not limited to a paddler or steerer), captain, coach, head coach, equipment manager, manager, assistant manager, physician, media representative, consultants or any agents duly appointed to a team position.
- a person who is elected or appointed to any commission, committee or other body duly established by SPOCC Executive or its By-Laws;
- a person who is a committee officer, director agent, representative or volunteer of SPOCC; and
- a person elected or appointed to, or otherwise is a member of SPOCC Executive.

Unless otherwise stated the words “manager” or “managers” in this Code shall include but are not limited to any duly authorized officer, director, agent, representative, or volunteer who has any authority or supervisory role over any other person in relation to any SPOCC-sanctioned event, team, activity or project.

Below is listed the standard of behaviour expected to be displayed by all members of Surfers Paradise Outrigger Canoe Club Inc. at all times. Please take the time to familiarise yourself with conduct, responsibility and behaviour expectations.

## **CONDUCT, RESPONSIBILITIES AND EXPECTED BEHAVIOUR**

All persons representing SPOCC or a team under the auspices of SPOCC shall act in accordance with the conduct outlined hereafter.

**Regarding SPOCC as an organisation, all such persons participating with or working for SPOCC Shall:**

- demonstrate a positive and uncompromising commitment to SPOCC mission, standards, goals, and programs;
- uphold all policies, rules, guidelines, and the By-Laws of SPOCC;
- perform or follow all duties and responsibilities as a representative of SPOCC in a mature, fair, and professional manner;
- refrain from any behaviour that may bring SPOCC into disrepute;
- respect the local laws and customs at all times and in all places including while in a foreign country;
- not make, comment, issue, authorize, offer, or endorse any public criticism or statement having, or be designed to have, an effect prejudicial to the best interests of SPOCC, outrigger canoe racing generally or any SPOCC team;
- not disclose to any unauthorized person or organisation information which is of a confidential or privileged nature;
- not use information obtained during appointment or selection or otherwise on official duties in a nominated role to gain directly or indirectly a financial advantage for themselves or for any other person;
- respect, care for and maintain SPOCC property and equipment; and
- not misuse funds or property of SPOCC.

**Regarding SPOCC's executives, officers, agents, representatives, volunteers, all such persons shall:**

- acknowledge the authority of all duly appointed officers, directors, and other positions, whether created by the By-Laws or the Executives, and treat their roles and decisions with respect, whether as a subordinate or as a manager;
- observe and comply with all directions and instructions from managers to subordinates where managers are defined as any duly elected or appointed person with the authority to oversee other SPOCC persons;
- ensure that all directions given by SPOCC and its authorized representatives regarding the wearing of appropriate attire are adhered to while representing SPOCC;
- conduct themselves in a proper manner with leadership, so as not to bring themselves, SPOCC or any SPOCC team generally into public disrespect or censure;
- be subject to the control, management and direction of the Coach, Team manager or Captain or any other person appointed by them; or
- be subject to the control, management and direction of the President, Vice President or other officers or the Board of Directors or any other person appointed by them, during any event or meeting or project not directly or immediately related to the day-to-day management, organisation or training of any SPOCC team.

**Regarding all SPOCC persons, all such persons shall:**

- at all times be respectful, professional, responsible, and sportsmanlike towards the rights, dignity and worth of others;
- be fair, considerate, and honest in all dealings with others;
- be professional in and accept responsibility for their own actions;
- be a team player, to consider the team's needs above one's own needs;
- acknowledge and affirm good effort and performance of others;
- strive for excellence and self-improvement;
- provide a safe and positive environment for the sport of outrigger canoe racing;
- demonstrate due regard for the overall integrity of the competition;
- exercise self-control and show proper respect for peers, competitors and spectators;
- not to harass, ridicule or embarrass a fellow appointee or representative of SPOCC in such a way as would constitute an offence under laws governing human rights and sex discrimination in force and effect from time to time;
- not defame or injure any athlete, coach, official, administrator, volunteer or program;
- not promote, pass on, exchange, or publish information whereby that information may be of a confidential, offensive, scandalous, unsubstantiated, or derisive type;
- not to take liberties with the privacy of other persons;
- demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as one's words and actions are an example;
- avoid unaccompanied and unobserved activities with under age team members;
- dress in appropriate athletic attire and uniforms during competitions and practices;
- not commit theft or possess stolen property;
- not physically harm any person or their property;
- not participate in nor promote any demonstration or propaganda of any kind or form including but not limited to those that are political, religious, or racial while in SPOCC uniform;
- not use, attempt to use, have in his or her possession, attempt to have in his or her possession, traffic or attempt to traffic any illegal drug or substance or performance-enhancing substance as defined by the World Anti-Doping Code;
- not possess or consume any illegal drugs while travelling with the team or while attending sanctioned races or practices;
- not to use or consume alcohol to excess, impairment or intoxication nor to encourage other persons to use or consume alcohol to excess, impairment or intoxication;
- to act always in a manner beyond reproach and in such a way as to ensure good relations within and between teams;
- when at and away from competition sites, conduct themselves, always, in a manner consistent with the ideals and values of SPOCC; and
- they shall not engage in conduct likely to bring the association, competition, or sport into disrepute.
- commit to a child an youth friendly environment
- report any disclosures of harm
- be aware of your rights and responsibilities as well as those of children and young people

**Regarding SPOCC coaches, team managers, captains, all such persons shall:**

- share responsibility for the orderly conduct of competitions and practices;
- be reasonable when scheduling games and practices, remembering that athletes have other interests and obligations;
- teach athletes to play fairly and to respect the rules, officials and opponents;
- ensure that all athletes get equal instruction, support and playing time;
- not publicly humiliate an athlete for making mistakes or for performing poorly;
- encourage and empower athletes;
- ensure equipment and facilities are safe;
- be generous with praise and set a good example; and
- obtain proper training and continue to upgrade coaching skills.

**Regarding SPOCC officials, all such persons shall:**

- ensure every athlete has a reasonable opportunity to perform to the best of his or her ability, within the limits of the rules;
- avoid any situations that threaten the safety of athletes;
- maintain a healthy atmosphere and environment for competition;
- not permit the intimidation of any athlete either by word or by action;
- not tolerate unacceptable conduct, toward other officials, athletes or spectators;
- be consistent and objective in calling all infractions, regardless of personal feelings toward a team or individual athlete;
- handle all conflicts firmly but with dignity;
- accept the role as teacher and role model for fair play, especially with young participants;
- be open to discussion and contact with athletes before and after the game;
- remain open to constructive criticism, show respect and consideration for different points of view; and
- obtain proper training and continue to upgrade their officiating skills.

**Regarding all parents of SPOCC team members, all such persons shall:**

- Commit to a child and youth friendly environment
- teach their own child that doing one's best is as important as winning, so that their own child will never feel defeated by the outcome of a game/event;
- make their own child feel like a winner every time by offering praise for competing fairly and trying hard;
- remember that children learn best by example;
- applaud good plays/performances by both their own child's team and their opponents;
- encourage their own child to play by the rules and to resolve conflicts without resorting to hostility or violence;
- remember that their own child plays sport for his or her enjoyment, not for the parent's;
- never ridicule or yell at their own child for making a mistake or losing a competition;
- support all efforts to remove verbal and physical abuse from children's sporting activities;
- not force their own child to participate in sports;

- never question the officials' judgment or honesty in public
- respect and show appreciation for the volunteer SPOCC coaches and other SPOCC personnel who give their time to provide sport activities for their own child.
- report any disclosures of harm
- be aware of their rights and responsibilities as well as those of children and young people
- feel comfortable in approaching officials to discuss feelings of excessive demands and possible solutions
- inform the club of any bullying, intimidation or harassment experienced by their child

***Rights of parents and carers:***

- feel welcome visitors
- take part, where appropriate, in the planning, management, development and delivery of activities
- have cultural, religious, disability and language requirements respected and catered for
- be informed about club programs, services and activities
- have opportunities to give regular feedback to the club
- receive feedback from coaches about their child's involvement in activities
- have access to the club's child and youth friendly policies
- know how and who to voice concerns to, expect to be listened to and have views considered and
- have any personal information treated confidentially and privacy respected

***Inappropriate Behaviour for executives, officers, agents, representatives, volunteers, coaches, team managers, captains, officials includes but not limited to:***

- Inappropriate language (such as swearing, using demeaning language or non-supportive language)
- Inappropriate conduct (such as the consumption of alcohol in the presence of children and young people)
- Inappropriate use of facilities and resources (such as sending inappropriate emails or use of photos without permission)
- Inappropriate contact with children and young people (such as contact outside the requirements of club membership) or
- Giving personal information about members to people not authorised to have that information

**Regarding children/young people, all such persons shall:**

- show respect for other children, young people and adults
- display appropriate behaviour
- keep themselves safe
- report inappropriate behaviour, unsafe situations or harm

**Inappropriate behaviour for children and young people includes and shall not be limited to:**

- breaching the code of conduct
- bullying other children or young people
- operating outside the rules of the organisation
- placing yourself and others at risk
- using inappropriate language (such as swearing, using demeaning language or unsupportive language)
- inappropriate use of facilities and resources (such as sending inappropriate emails)

### ***Rights of Children and Young People***

- feel safe
- be listened to
- be involved in decisions that affect them
- have their cultural values respected
- not be unjustly discriminated against based on their status, activities, expressed opinions or beliefs of their parents or carers and
- have their best interest considered

### **INTERACTING WITH CHILDREN AND YOUNG PEOPLE**

Children and young people trust our organisation to look after them. A 'duty of care' applies to everyone associated with our organisation, both internal and external, who interacts with children and young people in our care. Interaction with children and young people can occur in different ways and may include:

- Talking to them
- Instructing them to do something
- Transporting them
- Children and young people modelling or imitating your actions and
- Physical contact

**Club members can contribute positively to creating a friendly environment for children and young people by:**

- Providing best possible standard of care
- Providing feedback to management committee on the effectiveness of its child and youth friendly systems, by highlighting issues, activities, equipment and policies that are potential areas of risk or may require action
- Using positive techniques in training, guidance and skills development
- Using friendly, positive language that empowers children and young people
- Communicating with children and young people in the organisation in a way they can understand
- Understanding and following the organisation's child and youth friendly policies
- Being strongly committed to working responsibly with children and young people
- Encouraging fun-filled involvement and not engaging in rough or potentially inappropriate behaviour

- Acting in an ethical manner
- Providing physical contact that is appropriate to expressing comfort, encouragement and praise without compromising professional boundaries - never presume a child or young person is comfortable with physical contact
- Nurturing children and young people's independence and
- Responding to any issues or disclosures relating to a child or you person promptly and professionally

## **DISCIPLINE**

Any breach of the Code will be addressed with disciplinary action according to this Code. Discipline may be carried by a coach, a captain, committee chairperson or management committee, collectively, depending on the situation and persons involved. Where applicable, discipline shall be first carried out by persons who immediately supervise a subordinate position. Disciplinary action shall be reasonably appropriate in relation to the role of the person(s) involved and the incident(s) which gave rise to the disciplinary action. Any breaches of the code of conduct in relation to Child Protection will be dealt with by the Management Committee to consider if any disciplinary measures such as suspension or expulsion are warranted.

Possible disciplinary actions may include, but are not limited to:

- ban on attending practices of SPOCC teams;
- ban on competing in or attend a race;
- temporary or permanent removal from SPOCC team;
- temporary or permanent removal from SPOCC practice session(s);
- temporary or permanent removal from an elected or appointed position; mandatory additional practices, workouts;
- temporary or permanent loss of SPOCC membership or membership privileges; compulsory additional practices or workouts;
- verbal warning;
- written warning; or
- formal hearing before the Board of Directors or duly appointed committee.

## **APPEALS PROCESS**

The person who is deemed to have breached the Code of Conduct will be given an opportunity to respond to allegations.