

FAIR PLAY CODE OF CONDUCT

IS YOUR CLUB OR ASSOCIATION UP TO DATE?

SPORT AND RECREATION VICTORIA

YOUR CLUB – CODE OF CONDUCT	WHERE CAN YOU FIND ADDITIONAL INFORMATION OR SUPPORT?
<p>1. Does your club have a code of conduct?</p> <p>Is it aligned with your <i>State Sporting Association</i> Code of Conduct?</p>	<p>If your club doesn't already have its own code of conduct, your <i>State Sporting Association</i> or <i>National Sporting Association</i> should have a Code of Conduct that you could adopt.</p> <p>There is also a template Fair Play Code of Conduct that you could use.</p>
<p>2. Does your club have policies and procedures to implement and comply with the code?</p>	<p><i>Play by the Rules</i> has a comprehensive Member Protection Policy template which can be used and adapted by clubs.</p>
<p>3. Are your members aware of these policies and procedures and of your club's expectations and standards of behaviour?</p>	<p>Clear and consistent information to all your members and participants is essential to ensuring effective implementation of your club's policies, expectations and standards of behaviour.</p> <p>A <i>Welcoming Kit</i> is a simple way to link new members to information like your club's code of conduct, member protection policy and contact details for the Member Protection Information Officer, committee members or team manager.</p> <p>The <i>Club Help</i> website has a list of other ideas that you may like to consider for inclusion in your club's Welcoming Kit.</p>

YOUR CLUB – INTEGRITY

<p>4. How does your committee manage potential conflicts of interest?</p>	<p>Your club’s policy needs to manage both real and perceived conflict of interests. The policy should apply to any role that makes decisions on behalf of the club. For example, coaches, team managers, selection or disciplinary panels and committee members.</p> <p>Your State Sporting Association should have a conflict of interest policy you can adapt for your club.</p> <p>Club Help has resources including a Managing Conflict of Interest Fact Sheet, a Conflict of Interest Policy, a Sample Conflict of Interest Register, and a Conflict of Interest Declaration Agreement.</p> <p>The Play by the Rules article When Interests Collide provides background context on conflict of interests.</p>
<p>5. Do your club policies address integrity issues such as match fixing or illegal sports betting?</p> <p>Are you aware of indicators that your competition/matches may be at risk?</p> <p>Do you know where you can obtain more information and support?</p>	<p>Match fixing and illegal betting in sport threaten the integrity of sporting competitions and its participants.</p> <p>While not an obvious issue for many local clubs, illegal overseas betting markets have been run on lower tier competition matches.</p> <p>If you believe that your club or athletes are at risk, you should contact your State Sporting Association with your concerns.</p> <p>The Play by the Rules magazine produced a special issue on Safeguarding the Integrity of Sport and has an Online Introduction to the Integrity of Sport course.</p> <p>The Australian Government’s National Integrity of Sport Unit also has a Keep Sport Honest introductory module on how to recognise and report match fixing.</p>
<p>6. Do your club policies cover performance enhancing drugs?</p> <p>Do you know where you can obtain more information and support about anti-doping?</p>	<p>The use of performance enhancing drugs often occurs early in the athlete development pathway.</p> <p>The Victorian Anti-Doping Policy applies to all organisations responsible for conducting sporting competitions and any person or organisation receiving state support for sporting activities.</p> <p>The ASADA website has a range of online resources, including an easily accessible database of prohibited substances, a Dangers of Doping: Get the Facts brochure for athletes, and a Parents’ guide to support clean sport, which includes information on potential warning signs.</p>

YOUR CLUB – RESPECT

<p>7. Does your club protect the privacy of information provided by your members and players?</p>	<p>The privacy of every Victorian is protected by the following legislation:</p> <ol style="list-style-type: none">1. The Victorian <i>Privacy and Data Protection Act 2014</i>2. The <i>Victorian Health Records Act 2001</i>3. The <i>Australian Privacy Act 1988</i> (extended in 2001). <p>Clubs that collect private information are subject to these Acts.</p> <p>The Privacy and Data Protection Act 2014 protects the way Victorian’s personal information is handled. Including the collection, use, disclosure, quality and security of personal information.</p> <p>If your sport has a uniform membership and/or member data collection system, you should use your State Sporting Association’s information privacy policy.</p> <p>Club Help has a 10 Information Privacy Principles Summary and an Information Privacy Sample Policy which your club could adopt.</p>
<p>8. Does your club have published codes of behaviour for club participants?</p>	<p>Codes of behaviour for club participants should reflect the general expectations and standards of behaviour set out in your club’s code of conduct.</p> <p>As with the Code of Conduct, these codes of behaviour should be available and publicised to all members.</p> <p>Club Help has useful model Codes of behaviour – Coaches, Players, Volunteers and spectators.</p>

<p>9. Does your club provide mentoring, feedback, development opportunities and acknowledgement for your volunteers?</p>	<p>A strong and successful club requires the contribution of coaches, officials, team managers, other volunteers, committee members, administrators, players, members and, at junior level, parents.</p> <p>Each role is important and should be recognised. Written job descriptions and codes of behaviour outlining roles and responsibilities should be publicised and available to members and volunteers.</p> <p>The Club Help website has templates for a Volunteer satisfaction survey, a Performance assessment & feedback tool and a Training needs analysis tool, along with a tip sheet on Ideas to acknowledge volunteers.</p>
<p>10. Does your club have a Member Protection Policy to prevent discrimination and harassment?</p>	<p>Your club's member protection policy is the document that underpins what your club's code of conduct means in practice.</p> <p>The Sport Australia Member Protection Policy Template - Club version available on the Play by the Rules website provides a comprehensive template for your club's member protection policy.</p> <p>You should also make sure that your policy is consistent with the rules of your State Sporting Association.</p> <p>Section 8 of the member protection policy template sets out suggested wording for your club policies on discrimination, harassment, and bullying.</p> <p>The Club Help website also has a Sample Racial Vilification Policy and a Sample Anti-Harassment and Sexual Harassment Policy.</p>
<p>11. Does your club have a documented procedure for dealing with disputes, complaints or grievances?</p>	<p>The starting point for successfully resolving disputes within your club are policies that are documented, clear and widely available to club members.</p> <p>Your dispute resolution process should be consistent with the rules of your State Sporting Association.</p> <p>Your dispute resolution process can be included in your member protection policy.</p> <p>Section 10 of the Sport Australia Member Protection Policy Template - Club version sets out a template for a club policy for responding and dealing with complaints.</p>
<p>12. Does your club have a Member Protection Information Officer?</p>	<p>All clubs should have a Member Protection Information Officer (MPIO) who provides information about the rights, responsibilities and options available to a person making a complaint. MPIOs are impartial and don't mediate or investigate complaints.</p>

Play by the Rules offers an [online course](#) for people who wish to become a trained MPIO Officer. To become a nationally accredited MPIO Officer, attendance at a face-to-face workshop is also required.

Sport and Recreation Victoria funds face to face MPIO workshops in Victoria. Book online via the Play by the Rules portal after completing the online course.

YOUR CLUB – RESPONSIBILITY

<p>13. Is your club compliant with the Child Safe Standards?</p> <p>Do you understand the seven Child Safe Standards and how they apply to your club?</p> <p>Do you know where you can find information on how the Child Safe Standards apply to sporting clubs?</p>	<p>There are currently seven Victorian Child Safe Standards that organisations providing services or facilities for children, including sporting clubs, are required to meet.</p> <p>The Commission for Children and Young People has legal responsibility for administering and enforcing Victoria’s Child Safe Standards. Their website has a range of resources, including guides and information sheets for organisations, parents and carers and for children. The Commission holds a free, two-hour information session to assist organisations in implementing the standards. Check the Commission’s website for times and locations.</p> <p>Vicsport also works with sporting organisations to develop resources that support the implementation of the standards and understand their legal obligations.</p> <p>The Vicsport website includes information specifically prepared for use by sports, including principles of application of the standards and What the standards mean for your club and examples of action.</p> <p>Many State Sporting Associations have also prepared policies and processes for use by their clubs.</p>
<p>14. Do you know if all club volunteers have valid Working with Children Checks, where applicable?</p>	<p>A Working with Children Check is required for all volunteers at sport clubs who supervise children</p> <p>Scenarios where those doing child-related work are exempt and don’t need a Check can be found on the Working with Children Check Victoria website.</p> <p>The check is free for volunteers. Apply on line at Working with Children Check Victoria.</p>
<p>15. Do you have specific policies for the supervision, transportation and taking photos or video of children?</p>	<p>The supervision, transportation and taking photos or video of children are specific issues that regularly arise in relation to child safety.</p> <p>The Sport Australia Member Protection Policy, available on the Play by the Rules web site, includes template policies for the supervision, transportation and taking images of children.</p>

YOUR CLUB – FAIRNESS

16. Are you an inclusive, diverse and fair club?

Do you provide a range of options to meet different needs, skills, and choices of members and participants?

Are club programs and activities changed or modified to meet these different needs, skills and choices?

Are you consistent, impartial and provide a ‘fair go’ to everyone?

When clubs are inclusive, they can attract and retain more people. Inclusive clubs have a diversity of people from different backgrounds and age groups taking up a range of roles such as coach, manager, committee member or organising club events.

The Centre for Multicultural Youth has a [Game Plan resource kit](#) to support clubs wanting to engage with young people from multicultural backgrounds.

Another important indicator is that the way the club operates. An inclusive club can change its operations to suit its range of members, rather than members changing their needs and choices to suit the club.

The **AAA Play** website is primarily directed towards identifying sport or recreation opportunities for people with a disability, but includes a number of links and resources on [how to be an inclusive club](#).

The [Club Help](#) website provides a range of resources to assist clubs become more inclusive.

Clubs that encourage and praise fair play over a win at all costs attitude often report an increase in participation. The [Play By The Rules](#) website has examples of what sport and recreation organisations across the country are doing to make sport fair and inclusive.

17. Does your club promote and encourage gender equity?

The 'You can only be what you can see' principle is as equally applicable to gender equity in a club as it is to other examples of inclusion and diversity.

The [Change Our Game](#) website has an extensive range of information and resources to help level the playing field for women and girls in sport and active recreation.

The [Change Our Game recruitment and retention guidelines](#) focus on recruiting women to your committee, supporting women and girls as leaders outside of the committee and making leadership at your club a rewarding experience for women and girls.

The [Change Our Game communication and marketing strategy](#) outlines smart strategies for marketing to women, selecting imagery, using social media, and using inclusive language and terminology.

You can sign up to the [Change Our Game Newsletter](#) at [Change Our Game](#) and get more tips and information at www.facebook.com/changeourgame, on Instagram @changeourgame and Twitter @ChangeOurGame.

For further information, you can contact the Office for Women in Sport and Recreation at changeourgame@sport.vic.gov or on 9096 9898.


A good starting point to assessing the real levels of gender equity in your club is the [Gender Equity Club Audit](#) available on the [Club Help](#) website.

Some questions in the audit have a broader application in supporting inclusive and diverse clubs, but we know that the answers have a direct and practical impact on participation by women in a club.

What questions should you be asking to progress gender equity at your club?

For example:

- Do club functions cater for families? Is your social calendar developed with input of different groups?
- Does your club have a procedure for ensuring all members leave the facility safely after late training or meetings?
- Are there areas around the club that would be considered unsafe during daytime or evening?
- Do you monitor and encourage gender balance on committees/in decision making?
- Do you provide training opportunities for people of all genders to build their leadership skills?
- Does your club facility, website, social media and promotional materials include images of both men and women in varying roles at the club?



	<p>Regional Sports Assemblies may be able to assist you to undertake a gender audit for your club and suggest relevant actions.</p>
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YOUR CLUB – SAFETY

<p>18. Do your equipment, facilities and programs meet standards?</p>	<p>Sport has inherent physical risks, but these and their consequences can be minimised by planning and proper procedures and processes.</p> <p>In many cases the physical facilities are managed and/or maintained by a Council or other external body outside of your immediate control.</p> <p>Having both a clear and documented agreement on standards and obligations and a strong, professional relationship with that body is important to ensuring facility standards are met.</p> <p>A game day or pre-match checklist should be part of your normal processes.</p> <p>Your State Sporting Association will be able to provide you with guidance and support in relation to game day or pre-match checklists.</p> <p>Sport and Recreation Victoria has a generic sport ground inspection checklist and some additional basic training notes on observing, assessing and making a decision.</p> <p>Your State Sporting Association will also be able to provide you with guidance and support around modified rules for particular ages or abilities.</p> <p>A safety and risk management guide regarding the legal and regulatory obligations of your club can be accessed from the Vicsport website.</p>
<p>19. Does your club have extreme weather protocols?</p>	<p>Your State Sporting Association may have extreme weather rules for your sport.</p> <p>As part of a Sport and Recreation Victoria funded project, the Vicsport website has Hot weather guidelines that can provide guidance in the absence of sport specific rules or guidelines.</p>
<p>20. Does your club have policies for the prevention, management, and return to play from concussion and other injuries?</p>	<p>Sports Medicine Australia has produced downloadable Injury Fact Sheets highlighting prevention and management for 15 of the most common sporting injuries.</p> <p>It has also produced Sport Fact Sheets for 26 separate sports that discuss ways to prevent injury, advice for taking care of junior players and how to deal with common injuries to create a healthier and more active community.</p>

For club support within your region, contact your Regional Sports Assembly



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sportnortheast.com.au



Metro and Barwon Regions

Leisure Networks
4 Verner Street
South Geelong 3220
Tel: (03) 5224 9927

leisurenetworks.org



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sportscentral.org.au



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valleysport.net.au



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