

COTTESLOE LONGBOARD CLUB

CODE OF CONDUCT POLICY MANUAL JUNE 2021

COTTESLOE LONGBOARD CLUB (CLBC) CODES OF CONDUCT CLBC supports the principle that every person (spectator, player, club member, official,

participant, administrator, coach, parent or member of the community) involved with the sport of surfing should work to ensure:

- inclusion of every person regardless of their age, gender or sexual orientation
- inclusion of every person regardless of their race, culture or religion
- opportunities for people of all abilities to participate in the sport and develop to their full potential
- respect is shown towards others, the club and the broader community
- a safe and inclusive environment for all
- elimination of violent and abusive behaviour
- protection from sexual harassment or intimidation

People that fail to meet these standards may be subject to action by CLBC. The following Codes of Conduct also give further specific direction on the standards expected from certain groups of people involved in our activities, including administrators, competitors, officials and parents/spectators.

CLBC COMMITTEE

The CLBC Committee has a legal and moral responsibility to manage CLBC in the best interests of the surfing community in Western Australia. Committee members are to demonstrate professional and ethical behaviour at all times in their responsibilities to the organisation in their professional relationships with each other and in their professional service to the community. Committee members should:

1. Act honestly, in good faith in the exercise of his or her duties for the best interest of Cottesloe Longboard Club.
2. Exercise duty of care and diligence when fulfilling the functions of the office, and exercising the functions of the office.
3. Recognise that the primary responsibility of the Committee is to the members as a whole, but should where appropriate, have regard for the interests of all stakeholders of the Cottesloe Longboard Club.
4. Not make improper use of information acquired by the use of his or her position as a committee member to gain, indirectly or directly, an advantage for himself or herself or for any other person or to cause detriment to the sport.
5. Should not engage in conduct likely to bring discredit to Cottesloe Longboard Club.
6. Be clear and understand the roles, responsibilities and reporting relationships of the Committee.
7. Not individually instruct the committee on matters relating to the operational issues of Cottesloe Longboard Club.
- . Attend all Committee meetings. Where attendance is not possible members will submit an apology. If absence is likely to extend for several consecutive meetings, members will be required to obtain leave of absence.
9. At Committee meetings recognises the authority of the Chair.
10. Listen to and respect the opinions of fellow colleagues.
11. Debate issues in a non-threatening, co-operative manner at all times.
12. Prepare for meetings by:
 - Preparing timely and complete reports as required for the member's Committee position.
 - Reading and considering papers circulated with the agenda.
13. Maintain confidentiality and not divulge information deemed confidential or sensitive. If members are uncertain, they should seek direction from the Chairperson.

14. Avoid discussing Committee business in public places where there is a likelihood of being overheard.
15. Have an obligation to be independent in judgement and actions and to take reasonable steps to be satisfied as to the soundness of all decisions of the Committee.
16. Ensure that the organisation's assets are protected via a suitable risk management strategy.
17. Not demand or accept in connection with their official duties any fee, favour, reward, gratuity or remuneration of any kind, outside the scope of their entitlements as a committee member, unless authorised by the chair.
18. Have an obligation to comply with the spirit, as well as the letter of the law and with the principles of this code.
19. Abide by Committee decisions once reached. 20. Once decisions are made, speak with one voice.

COMPETITORS CODE OF CONDUCT CLBC competitors will:

1. At all times act in a sporting manner, having regard to principles of fairness and common courtesy.
2. Understand what is meant by the terms abuse, discrimination, harassment and other terms set out in Section - Discrimination and Anti-Harassment Policy, and

express this understanding in their behaviour towards all people to whom these Codes of Conduct apply.
3. Control their temper. Verbal abuse of officials and competitors, deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sport.
4. Respect the rights, dignity and worth of all participants regardless of their ability, gender or cultural background.
5. Refrain from making bullying, derogatory or demeaning remarks about other people. 6. Treat all other competitors in their sport, as they like to be treated. 7. Participate for their own enjoyment and benefit, not to please others.

Not discriminate against, abuse or harass anyone else. 9. Never argue with an official.
10. Abide by the rules of competition as determined by CLBC. 11. Respond to members concerns or allegations of breaches of this Code. 12. Report suspected breaches of this Code.

PARENTS CODE OF CONDUCT Parents must:

1. Remember that children participate in all sports for their own enjoyment, not yours. 2. Encourage children to participate, do not force them.
3. Focus on the child's efforts and performance rather than winning or losing.
4. Encourage children always to compete according to the rules and to settle disagreements without resorting to hostility or violence.
5. Support all efforts to remove verbal and physical abuse from sporting activities. 6. Respect officials' decisions and teach children to do likewise.
7. Show appreciation of volunteers, officials and administrators. Without them your child could not participate.
8. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
9. Remember that children learn best by example.

OFFICIALS CODE OF CONDUCT

Officials will:

1. Modify rules and regulations to match the skill levels and needs of participants.
2. Compliment and encourage all participants.
3. Be consistent, objective and courteous when making decisions.
4. Condemn unsporting behaviour and promote respect for all opponents.
5. Encourage and promote rule changes, which will make participation more enjoyable.
6. Place the safety and welfare of participants above all else.

SPECTATORS CODE OF CONDUCT

Spectators will:

1. Remember that people participate in sport for their enjoyment and benefit, not yours.
2. Respect the decisions of officials and teach young people to do the same.
3. Condemn the use of violence in any form, whether it's by spectators' officials, or competitors.
4. Encourage participants to follow the rules and the officials' decisions.
5. Not use foul language, sledge or harass competitors, officials.

CHILD PROTECTION POLICY

CLBC acknowledges that our members and volunteers provide a valuable contribution to the positive experiences of our juniors. CLBC will aim to ensure that the safety and welfare of its junior participants is protected.

1. CLBC will not abide in the criminal act of child sexual maltreatment, which occurs when a child (defined as a person under the age of 18 years) has been exposed or subjected to sexual behaviours, or acts that can involve a wide range of sexual activities which exploit children, and includes forcing, tricking, threatening or pressuring a child into sexual activity.
2. CLBC requires that any knowledge of a child who is abused by another member of external or anyone who reasonably suspects that a child has been or is being abused by someone within our sport, report it immediately to the police or relevant government agency and the CLBC Committee.
3. All allegations of child abuse will be dealt with promptly, seriously, sensitively and confidentially.
4. A person will not be victimised for reporting an allegation of child abuse and the privacy of all persons concerned will be respected.
5. CLBC will ensure our codes of conduct, particularly for roles associated with junior participants, are promoted, enforced and reviewed.

NO SMOKING POLICY

Smoking in the workplace is prohibited by law in Western Australia. In keeping with our policy of promoting a safe and healthy working environment, smoking is prohibited at:

1. All CLBC events and associated venues will be 100% smoke free;
2. All CLBC official functions including dinners, receptions, presentations, fundraising events, meetings, and social occasions will be 100% smoke free.
3. Any person, either employed by or representing CLBC in any capacity will not smoke or be seen carrying tobacco products whilst acting in an official capacity;
4. CLBC (whether directly or through a third party) will not receive money, other benefits or have arrangements with the tobacco industry (including sales, promotion or distribution of tobacco products).
5. CLBC's events and activities will not feature, depict or promote smoking in any way.

ALCOHOL POLICY

CLBC is committed to ensuring responsible service of alcohol and supporting and promoting strategies to minimise harm from alcohol use. CLBC will ensure compliance with all relevant policy guidelines constructed by the WA Director of Liquor Licensing. 1. Participants known to have consumed alcohol will not be permitted to participate in CLBC competitions.

Where alcohol is available lower strength and non-alcoholic beverages will be available. 3. Alcohol will be served in accordance with the requirements set out in the Liquor Control Act 1988. This includes no alcohol being served to patrons under the age of 18 years or to intoxicated patrons.

4. Excessive and/or rapid consumption of alcohol will be discouraged e.g. no happy hours and drinking competitions.

5. No more than two alcoholic beverages will be served to an individual at any time. 6. Alcohol will not be used for prizes or awards.

7. Food and tap water will be made available at all functions where alcohol is served. 8. Alcohol consumption by parents, coaches/instructors and other influential personnel will be discouraged where young people are present.

9. The availability of alcohol will be restricted to suitable events and functions. 10. Responsible alcohol use will be actively promoted and safe transport options for patrons will be encouraged and promoted at events where alcohol is available.

DRUGS POLICY

CLBC will actively seek to promote, encourage and support strategies to minimize harm from drug use. CLBC also promotes the safe use of medications, (such as Ventolin) and believes it is important to provide a clean image, particularly for juniors and therefore does not condone the use of banned drugs or substances.

1. The use of illicit and performance enhancing drugs will not be allowed at any activities or events under the control of CLBC, as per the Australia Sport and Drug Agency Handbook and Healthway Policy Guidelines. Participants/performers known to have consumed illicit drugs will not be permitted to participate or perform. 2. Use of illicit drugs will not be glamorised or promoted.

3. CLBC will abide by the WA Government Drugs in Sport legislation and the Australian Sport Anti-Doping Authority (ASADA) legislation.

4. CLBC will ensure that any intoxicated patrons are not allowed entry activities or events under the control of CLBC nor will they be able to remain on the premises if they have already been admitted. However, CLBC has a duty of care to the patron's health, safety and wellbeing and, as such, intoxicated patrons will be safely removed e.g. by providing the patron with water and seeking medical attention if required. 5. CLBC will review the Drugs Policy annually.

MENTAL HEALTH POLICY

CLBC recognises that the creation of a positive environment that encourages and supports involvement will have a positive effect on the mental health and well-being of individuals and the community.

1. CLBC will support opportunities for members, stakeholders, and the WA surfing community to be mentally, physically and socially active and encourages healthy, active lifestyles. 2. CLBC will try to reduce or remove economic or social barriers to participation. 3. Members, volunteers and participants across CLBC activities will be encouraged to treat all individuals and groups with respect, equality and openness.

DISABILITY POLICY

1. CLBC will take reasonable steps to identify and eliminate unlawful direct, indirect, and systemic discrimination from its structures and practices and will ensure that people with disabilities are afforded reasonable opportunity to participate in all aspects of surfing where possible.

2. All CLBC members shall, within their areas of responsibility, take reasonable steps to remove any barriers which

exist to programs and services. 3. CLBC will provide reasonable assistance to prospective people with disabilities to gain access to its programs and services.

4. CLBC will provide reasonable adjustments to ensure that people with disabilities can successfully participate in all aspects of CLBC.

5. People with disabilities who require services or adjustments have a responsibility to provide timely and appropriate information which assists CLBC to fulfill its obligations.

DISCRIMINATION AND ANTI-HARASSMENT POLICY

CLBC is committed to providing a sporting environment free of harassment, where individuals are treated with respect and dignity. CLBC will not tolerate harassing behaviour under any circumstances and will take disciplinary action against anyone who breaches the policy. We are as a club committed to providing a culture and environment that is free from discrimination and harassment. 1. Discrimination in the Club

Discrimination in the Club may be any recruitment selection, workplace exclusion or workplace preference made on the basis of an individual's sex, race, transgender, sexuality, ethnicity, age, religion, disability (including physical, intellectual,

psychiatric, sensory, neurological or learning), marital status, pregnancy, carer's responsibilities, political affiliation or beliefs and membership of an organisation or association (such as a trade union). Discrimination may be either over or direct, or subtle or indirect.

2. Harassment is any form of behaviour that is not wanted and not asked for and that either humiliates, offends or intimidates a person. It can further be defined as repeated unreasonable behaviour by an individual towards a person which creates a risk to health and safety.

This policy applies to all officers, volunteers, coaches, athletes, officials, professional, personnel and members of CLBC.

This policy applies to behaviour occurring both within and outside the course of CLBC's business, activities and events, when the behaviour involves individuals associated with CLBC and negatively affects relationships within the organisations' sporting and social environment.

CLBC's committee is responsible for implementing this policy and will keep confidential the names and details related to harassment complaints, unless disclosure is necessary as part of the disciplinary or corrective process.

COMPLAINTS PROCEDURES

Internal-Informal Process:

1. The person being harassed makes an initial approach to a committee member, who then provides information about whether the behaviour constitutes harassment and about options for resolution.

They are:

2. The committee member designated to take responsibility for resolving harassment complaints.

3. The person approached must clarify whether the complainant wants them to act as a mediator or simply wishes to talk the matter through with them

4. If the complainant does want them to help resolve the complaint, then they will do this at an informal level. In their committee role, they must do so in an impartial manner with respect to both parties. 5. There is no written complaint at this stage.

FORMAL PROCESS

1. If the matter is not resolved with the support and advice of the person initially approached, the complainant can make a formal complaint in writing about the alleged harassment to the Cottesloe Longboard Club Committee

delegated person. 2. The delegated person should attempt to resolve the complaint between the parties concerned by mediation, unless this has already been attempted without success or it is deemed this approach is not appropriate in the circumstances (for example, the complaint is too distressed to face the alleged harasser).

3. If mediation fails, or is not feasible the delegated person must then ensure that a fair and impartial investigation is made of the allegation and that appropriate action is taken to resolve the complaint and, where necessary, to deal with the harasser.

4. The investigation is then conducted by a fairly constituted panel-committee or a

suitably skilled and impartial individual from within or outside Cottesloe Longboard Club Committee.

NATURAL JUSTICE

The typical steps for an investigation consistent with the principles of natural justice is:

1. The complainant is interviewed and the complaint is documented in writing. 2. The allegations are conveyed to the alleged harasser in full. 3. The alleged harasser is given the opportunity to respond. 4. If there is a dispute over the facts, statements from witnesses and other relevant evidence is gathered.

5. A finding is made as to whether the complaint has substance. 6. Report documenting the investigation process, the evidence, the finding and the recommended outcomes/s is submitted to the decision-maker (normally the person with responsibility for the anti-harassment policy). 7. Both parties are entitled to support through this process from their chosen support person/adviser.

8. If the report is endorsed by the decision-maker, the organisation then carries out the recommendation/s of the report. These may include such actions as an apology, counselling, dismissal or withdrawal of official accreditation. 9. Both the complainant and the respondent have the right to appeal against the

findings of the investigator/panel or against the resulting recommended action if they have any concerns about procedure, bias or fairness. Appeals are handled by an appeal body made up of committee members other than those who conducted the original investigation.

10. The appeal body can uphold the decision of the investigation panel, reverse the decision of the investigator/panel, and/or modify any of the panel's recommendations for disciplinary action or remedial measures.

11. If the internal investigation, appeal and disciplinary procedures do not achieve a satisfactory outcome for the complaint, or if the complainant believes it would be impossible to get an impartial investigation within the organisation/sport, he/she may choose to approach their state association to assist with a resolution. These bodies are responsible for dealing with their organisation or sport.