

**FOREST HILL FOOTBALL CLUB
CODE OF ETHICS AND CONDUCT POLICY**

Applies to: The Forest Hill Football Netball Club		Version: 1
Specific responsibility: The President of The Forest Hill Football Netball Club		Date approved: 17/01/17
		Next review date: 17/01/20

Policy context: This policy relates to and includes the Code of Ethics and Conduct expectations of The Forest Hill Football Netball Club Committee, Players, Supporters, Contractors and Volunteers

POLICY STATEMENT

The Forest Hill Football Netball Club (FHFC) is committed to ensuring that all FHFC Committee, Players, Supporters, Contractors and Volunteers act ethically, responsibly and in the best interests of the club.

The FHFC is committed to ensuring that individual interests that conflict with the interests of the club are identified and managed so that they do not affect the services, activities or decisions of the club.

PROCEDURES

All FHFC Committee, Players, Supporters, Contractors and Volunteers are required to adhere to the FHFC Code of Ethics and Conduct Policy on becoming a member of any committee, player, volunteer, contractor or in supporting the club.

The Code of Ethics and Conduct Policy requires FHFC Executive, Committee, Players, Supporters, Contractors and Volunteers to commit to The Forest Hill Football Netball Club Values:

- **Honesty and integrity:**
 - 1.1 As a club to act honestly at all times
 - 1.2 Be transparent when making decisions or giving advice to players, supporters, volunteers or contractors
 - 3 Ensure all actions of the Club can withstand scrutiny
- **Respect and courtesy**
 - 2.1 act fairly and equitably
 - 2.2 respect others, their values and their rights
 - 2.3 respect privacy and confidentiality
 - 2.4 create an environment that is free of discrimination, harassment or victimisation
- 3. **Standards of work**
 - 3.1 All individuals will perform their allocated duties as best they can and at the highest level of professional conduct. They will be accountable for their individual roles in the club and their interactions with others.
- 4. **Accountability**
 - 4.1 work within the goals and objectives of the club
 - 4.2 follow the rules, policies and procedures of the club
 - 4.3 act within the law
 - 4.4 undertake all duties in a diligent manner
 - 4.5 not act in a way that brings anyone associated with the club into disrespect

5. Personal behaviours

- 5.1 work cooperatively as a member of the club
- 5.2 support colleagues and treat everyone with respect and courtesy
- 5.3 discuss ethical concerns with colleagues and senior committee members
- 5.4 project a positive image of the club

6. Confidentiality and privacy

All FHFC Committee, Players, Supporters, Contractors and Volunteers must respect and keep confidential internal matters of the organisation, and respect the privacy of others.

7. Use of resources

Resources include physical, financial, equipment and technological resources as well as the organisations intellectual property. The FHFC Committee, Players, Supporters, Contractors and Volunteers must:

- identify and acknowledge the resources that belong to the club
- use all resources efficiently and only for appropriate purposes
- respect and safeguard the resources

8. Harassment and bullying

Harassment and bullying are unacceptable and contrary to ethical behaviour. Additionally, harassment on the basis of a person's sex, race, ethno religious background, age, pregnancy, marital status, disability, transgender (transsexuality) or sexuality breaches anti-discrimination and human rights law.

Harassment can take many forms. It can be obvious or subtle, direct or indirect. It includes behaviours such as:

- sexual or suggestive remarks or gestures
- displaying or circulating sexually suggestive, offensive or degrading/insulting material on walls, computer screen savers, E-mail,
- making fun of someone, imitating someone's accent, spreading rumours, unwelcome practical jokes
- unsolicited, obscene or abusive telephone calls, letters, faxes or e-mail messages
- invasion of personal space, unnecessary physical contact
- continually ignoring or dismissing someone's contribution.
- pushing, shoving, jostling or assault
- threats, insults, name calling, inappropriate language
- creating a hostile feeling or environment without any direct attacks being made on a person

9. Reporting unethical behaviour

If a person believes that the behaviour of any FHFC Committee, Players, Supporters, Contractors or Volunteers is unethical they must report it to the President.

Unethical behaviour includes for example:

- Any behaviour contrary to these procedures
- Behaviour that violates any law, or is corrupt conduct or misconduct
- Mismanagement of resources or fraudulent behaviour
- behaviour that creates a danger to public health, safety or the environment.

10. Codes of Behaviour

The following statements aim to set the minimum standards for anyone involved in the FHFC, they apply when playing, training or taking part in club-sanctioned activities.

- Act within the rules and spirit of the game
- Promote fair play over winning at any cost
- Encourage and support opportunities for people to learn appropriate behaviours and skills

- Support opportunities for participation in all aspects of the sport
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion
- Respect the decisions of any officials, coaches and administrators
- Display appropriate and responsible behaviour in all interactions
- Display responsible behaviour in relation to alcohol and other drugs (Please see Alcohol and Illicit Drugs Policy) for further information
- Act with integrity and objectivity, and accept responsibility for your decisions and actions
- Ensure your decisions and actions contribute to a safe environment
- Ensure your decisions and actions contribute to a harassment-free environment
- Do not tolerate abusive, bullying or threatening behaviour and report any such behaviour to the President immediately.

Coaches

- Place the safety and welfare of the players above all else.
- Help each player to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

Committee Members

- Ensure quality coaching instruction for players
- Support coaches to improve their skills and competencies
- Act honestly, in good faith and in the best interests of the club as a whole
- Ensure that any information acquired or advantage gained from the position is not used improperly
- Conduct club responsibilities with due care, competence and diligence
- Model appropriate behaviour, including respect for other players and officials.

Supporters

- Respect the effort and performances of players and officials
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.
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Standards or other external requirements	Regulations under the Eastern Football League (EFL) Guidelines as issued by the Department of Sport and Recreation (Vic)
Relevant Legislation	Racial discrimination Act 2014 Occupational Health and Safety Act 2012

Reviewing and approving this policy			
Review of policy	The Forest Hill Football Netball Club Committee		
Approving policy and policy changes	The Forest Hill Football Netball Club President		
Frequency	Every three years		
Policy review and version tracking			
Review	Date Approved	Approved by	Next Review Due
1	17/01/16	FHFC President	17/01/20
2			
3			