



## **Code of Conduct**

### **Castle Hills RSL Rockets FC Committee Members**

#### **Introduction**

Castle Hills RSL Rockets FC is a community based club the club recognizes the contribution made by voluntary committee members to the various sections within the Club. The knowledge and skills that each committee member brings to the Club from their own personal & professional experience is highly valued.

The purpose of this code is to maintain high standards of conduct, assist members in their collective work for the Rockets and its relevant sections, and to protect the best interests of the Club.

#### **Obligations of Committee Members**

- The Club expects that all committee members act in accordance with and will support the Club's values, aims and policies, particularly those of the relevant section the member represents.
- Committee members are required to act only in the interests of the Club and the section they represent and not on behalf of self or any other minority or interest group.
- Each committee member should consider themselves as being regarded as ambassadors of the club and should, therefore, ensure that none of their activities has the effect of bringing the club into disrepute.

#### **Confidentiality**

During service on the committee, members may have access to or receive information not known or accessible to ordinary members of the club. Such information includes, but is not limited to;

- team selection
- coach selection
- issues related to individual players, families or teams
- Information related to HFA, FNSW, FFA
- player or parent misconduct
- club finances
- sponsorship arrangements
- policy development

Unless otherwise specified;

- Committee members will treat all information presented to them in their capacity as a committee member as confidential.
- Where the committee is in the process of deliberating on an issue or developing a policy, all relevant information and documents shall be kept confidential until a final decision or outcome is reached and the Executive Committee has determined such information now be circulated widely.
- Committee members will accept and respect decisions of the Executive Committee.



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### **Meetings & Decision Making**

Committee members are expected to actively work together as a team in the best interests of the club as a whole.

- Committee members are expected to attend monthly and special meetings punctually and be well prepared, having read the agenda and supporting papers.
- Committee members are required to:
  - listen, and respect the views of others
  - seek positive and constructive resolution to those issues where differences in opinion exist
  - respect the office of the Chair, to ensure the orderly conduct of meetings.
- Each committee will endeavor to reach decisions by consensus. Where votes are tied, it will be resolved as per the constitution.
- Committee members will accept and respect decisions of the collective committee.

### **Declarations of Interest**

All Committee members are required to:

- Ensure that they do not use their position as a committee member for personal gain of any sort.
- Ensure that personal financial interest never influences their decisions.
- Disclose to the Chairman any actual or perceived conflict of interest.
- Note that the President or the Secretary has the right to request that a committee member withdraws from that part of the meeting when any such conflict of interest exists.

### **Bullying & Intimidating Behaviour**

Bullying & Intimidating Behaviour is characterised by one-off or repeated, unreasonable behaviour directed at a person or group of persons that creates a risk to health and safety. Bullying behaviour is that which a reasonable person in the circumstances would expect to victimise, humiliate, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or a group.

The following types of behaviour, where repeated or occupying as part of a pattern of behaviour, would be considered bullying:

- verbal abuse including being aggressive, shouting, swearing, teasing, making belittling remarks, throwing objects or persistent
- unjustified criticism;
- excluding or isolating a group or person;
- spreading malicious rumours; or
- psychological harassment such as intimidation.



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#### **Misconduct**

Committee members' conduct may be considered to be unsatisfactory when a breach of this code, standing orders or members' legal obligations has occurred. In cases where it is brought to the notice of the committee that there is concern that a member's conduct may be considered unsatisfactory, the following procedure will be adopted:

- The President will arrange for an investigation of any allegation of misconduct to be conducted to establish the facts.
- The President will invite two other members of the Executive Committee to form a Panel to consider the facts and to determine what action should be taken. (If the complaint concerns an Executive Committee then the Club President will convene the panel, if the complaint concerns the Club President, then the Club Secretary will convene the panel.)
- The action that will be taken will depend upon the seriousness of the misconduct and any previous misconduct. In cases of serious misconduct and repeated, the panel will seek a voluntary resignation from the committee and if such resignation is not forthcoming, the Executive committee can decide to expel/remove the committee member.
- A committee member has the right to appeal against any decision made, and may make an appeal by writing to the Club President within 7 days of being notified of the decision by the Panel, setting out the grounds on which the member is appealing.
- The Executive Committee (excluding the Panel members) will hear any such appeal and the committee's decision will be final. Where it is a matter within a sub-section of the Club, the Club President will attend.