

POLICY	Governance
TITLE:	Code of Behaviour Policy
RESPONSIBILITY:	CEO
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APPROVED BY:	Paddle Australia Board

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1. OVERVIEW

In accordance with Rules 20 of the Paddle Australia Constitution, the following Policy is adopted by the Paddle Australia Board.

Paddle Australia is committed to providing a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

2. INTRODUCTION

Paddle Australia is seeking to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.

To achieve this, we require certain standards of behaviour by players/athletes, coaches, officials, administrators, parents/guardians (of child participants) and spectators.

Our codes of behaviour are underpinned by the following core values:

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent discrimination and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

3. DEFINITIONS

In this Policy the following words have the following meaning:

“PA” means Paddle Australia Limited.

“Constitution” and **“By-Laws”** respectively mean the Constitution and By-Laws of PA.

“Affiliated Club” means a club affiliated with PA or one of its members.

“Child” means a person who is under the age of 18.

“Member” means a member of PA or of an affiliated organization (such as a State/Territory Association or a club which is a member of a State/Territory Association).

“Policy”, “policy” and “this policy” means this Code of Behaviour Policy.

“Role-specific codes of conduct (or behaviour)” means standards of conduct required of people holding certain roles in our organisation (e.g. coaches, officials, umpires).

4. GENERAL CODE OF CONDUCT

Paddle Australia Ltd. expects high standards of behaviour from all people involved in the sport. It is vital that the integrity of the sport is maintained in accordance with the four guiding

principles: Fairness, Respect, Responsibility and Safety as outlined in The Essence of Australian Sport's Universal Code of Behaviour.

As a person required to comply with this By-Law, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Paddle Australia, a State Association or an Affiliated Club and in any role you hold within Paddle Australia, a State Association or an Affiliated Club:

Fairness

1. Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
2. Encourage opportunities for participants to learn appropriate behaviours and skills.
3. Encourage participation in all aspects of the sport.
4. Be fair, considerate and honest in all dealings with others.

Respect

5. Treat each person as an individual.
6. Be a positive role model.
7. Display control, tolerance and courtesy to all involved with the sport.
8. Value the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.
9. Do not use your involvement with Paddle Australia, a State Association or an Affiliated Club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Paddle Australia, the State Associations or the Affiliated Clubs.

Responsibility

10. Ensure interaction with persons under the age of 18 years is appropriate and that unaccompanied and unobserved activities are avoided wherever practical.
11. Adopt appropriate behaviour in relation to the use of alcohol and recreational and performance enhancing drugs.
12. Act with integrity and accept responsibility for your actions.
13. Make a commitment to providing quality service.
14. Understand your responsibility if you breach or are aware of any breaches of this Code of Behaviour.

Safety

15. Ensure your actions contribute to a safe environment.
16. Ensure your actions contribute to a harassment free environment.
17. Do not tolerate violence or abusive behaviours.

18. Show concern and caution towards others who may be sick or injured.
19. Provide aid to those who are sick or injured.

Environment

20. Using minimal impact practises in the environment that you paddle in.
21. Seek permission from landowners to access waterways.

5. COACH, REGISTERED INSTRUCTOR AND GUIDE CODE OF CONDUCT

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Paddle Australia, a State Association or an Affiliated Club and in your role as a coach or registered instructor and guide of Paddle Australia, a State Association or an Affiliated Club:

1. Treat all canoeists with respect at all times. Be honest and consistent with them.
2. Honour all promises and commitments, both verbal and written.
3. Provide feedback to canoeists in a caring sensitive manner to their needs. Avoid overly negative feedback.
4. Recognise canoeists' rights to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
5. Treat all canoeists fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status, and other condition.
6. Encourage and facilitate canoeists' independence and responsibility for their own behaviour, performance, decisions and actions.
7. Involve the canoeists in decisions that affect them.
8. Determine, in consultation with canoeists and others, what information is confidential and respect that confidentiality.
9. Encourage a climate of mutual support among your canoeists.
10. Encourage canoeists to respect one another and to expect respect for their worth as individuals regardless of their level of play.
11. At all times use appropriate training methods that in the long term will benefit the canoeists and avoid those which could be harmful.
12. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the canoeists.
13. Be acutely aware of the power that you as a coach / registered instructor and guide develop with your canoeists in the coaching relationship and avoid any sexual intimacy with canoeists that could develop as a result.
14. Avoid situations with your canoeists that could be construed as compromising.

15. Refrain from any form of sexual harassment towards canoeists. Any physical contact with a person should be appropriate to the situation and necessary for the canoeist's skill development.
16. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
17. Respect the fact that your goal as a coach / registered instructor and guide for the canoeist may not always be the same as that of the canoeist. Aim for excellence based upon realistic goals and due consideration for the canoeist's growth and development.
18. Recognise individual differences in canoeists and always think of the canoeist's long-term best interests.
19. Help each canoeist reach their potential
20. Set challenges for each canoeist which are both achievable and motivating.
21. At all times act as a role model that promotes the positive aspects of sport and of canoeing by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of canoeing and of coaching at all times.
22. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your canoeists.
23. Encourage canoeists and coaches to develop and maintain integrity in their relationship with others.
24. Respect other coaches / registered instructors and guides and always act in a manner characterised by courtesy and good faith.
25. When asked to coach a canoeist, ensure that any previous coach-canoeist relationship has been ended by the canoeist-others in a professional manner.
26. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
27. Know and abide by Paddle Australia rules, regulations and standards, and encourage canoeists to do likewise. Accept both the letter and the spirit of the rules.
28. Be honest and ensure that qualifications are not misrepresented.
29. Be open to other people's opinion and willingness to continually learn and develop.

6. OFFICIALS CODE OF CONDUCT

In addition to General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Paddle Australia, a State Association or an Affiliated Club and in your role as an official appointed by Paddle Australia, a State Association or an Affiliated Club:

1. Place the safety and welfare of the canoeists/participants above all else.
2. Accept responsibility for all actions taken.

3. Condemn unsporting behaviour and promote respect for all opponents.
4. Avoid any situation that may lead to a conflict of interest.
5. Be courteous, impartial respectful and open to discussion and interaction.
6. Value the individual in sport.
7. Encourage and promote rule changes that will make participation more enjoyable.
8. Encourage inclusivity and access to all areas of officiating.

7. CANOEIST CODE OF CONDUCT

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Paddle Australia, a State Association or an Affiliated Club and in your role as a canoeist of Paddle Australia, a State Association or an Affiliated Club:

1. Give your best at all times
2. Participate for your own enjoyment and benefit.
3. Respect the rights, dignity and worth of fellow canoeists, coaches, registered instructors and guides, officials and spectators.
4. Refrain from conduct which could be regarded as sexual or other harassment towards fellow canoeists and coaches / registered instructors and guides.
5. Respect the talent, potential and development of fellow squad members and competitors.
6. Care and respect the equipment provided to you as part of your program.
7. Be frank and honest with your coach / registered instructor and guide concerning illness and injury and your ability to train fully within the program requirements.
8. Conduct yourself in a professional manner relating to language, temper and punctuality.
9. Maintain high personal behaviour standards at all times.
10. Abide by the rules and respect the decision of the adjudicator, making all appeals through the formal process and respecting the final decision.
11. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team/crew.
12. Cooperate with coaches, registered instructors and guides and staff in development of programs to adequately prepare you for competition at the highest level.

8. ADMINISTRATOR (VOLUNTEER) CODE OF CONDUCT

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Paddle Australia, a

State Association or an Affiliated Club and in any role as an administrator of Paddle Australia, a State Association or an Affiliated Club:

1. Be fair, considerate and honest in all dealings with others.
2. Be professional in and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
4. Resolve conflicts fairly and promptly through established procedures.
5. Maintain strict impartiality.
6. Maintain a safe environment for you and others.
7. Be aware of your legal responsibilities.
8. Be a positive role model for others.
9. Act honestly, in good faith and in the best interests of the sport as a whole.
10. Ensure that any information acquired, or advantage gained from the position is not used improperly.
11. Conduct responsibilities with due care, competence and diligence.
12. Do not allow prejudice, conflict of interest or bias to affect your objectivity.

9. PARENT/GUARDIAN CODE OF CONDUCT

In addition to the General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Paddle Australia, a State Association or an Affiliated Club and in your role as a parent/guardian of a canoeist of Paddle Australia, a State Association or an Affiliated Club:

1. Treat your child the same irrespective of them winning or losing.
2. Remember that your child participates in the sport of canoeing for their enjoyment not yours.
3. Try to have fun when you are around your children at competitions and regattas.
4. Well-directed humour can be a great de-stressor.
5. Look relaxed, calm and positive on the side lines.
6. Make friends with other parents at competitions.
7. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
8. Respect officials' and coaches' decisions and teach children to do likewise.

9. Show appreciation for coaches, officials and administrators.
10. Understand that children will benefit from a break sometimes and that involvement in other sports is okay.
11. Be there when your child performs poorly. Be an understanding listener rather than a critic, judge and/or fixer.
12. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
13. Let your child know that your love for them is not associated with their sporting performances.
14. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
15. Occasionally let your child compete without you being there and hovering over them.
16. Emphasise the good things your child did in preparing for and during the competition/regatta.
17. Try to avoid:
 - Saying “we’re racing today”. Instead say “you’re racing today”. Give your child credit for accepting the responsibility of performing.
 - Getting too pushy or believe that you are indispensable. Let the coach do the coaching.
 - Living through your child’s performances.
 - Turning away when your child performs.
 - Turning away when your child’s behaviour is unsportsmanlike.
 - Telling your child what he/she did wrong after a tough race.
 - Making enemies with your child’s opponents or family during a competition/regatta.
 - Making your child feel guilty by reminding them about all the time, money and sacrifices you are making for his or her sport.
 - Thinking of your child’s sporting performances as an investment for which you expect a return.
 - Badgering, harassing or use sarcasm to motivate your child.
 - Comparing your child’s performances with those of other children.
 - Forcing your child to go to training. If they are sick of training find out why and discuss it with them.
 - Ridiculing or yelling at a child for making a mistake or losing a competition.

10. BOARD MEMBER CODE OF CONDUCT

1. A Director should act honestly, in good faith and in the best interests of PA at all times.
2. A Director should use due care and diligence in fulfilling the functions of office and exercising the powers attached to that office.
3. A Director should use the powers of office for a property purpose, in the best interest of the company as a whole.
4. A Director should not make improper use of information acquired as a Director.
5. A Director should not take improper advantage of the position as a Director.
6. A Director has an obligation to be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Board of Directors.
7. A Director should not engage in conduct likely to bring discredit upon PA.
8. A Director should advise the Board immediately when he/she becomes aware of any issue that may give rise to legal, regulatory or disciplinary actions. If such actions may impact on PA reputation, he/she should either step down until the matter has been resolved or resign from the Board. Once the matter has been resolved, it will be for the Board to decide whether the Director should resume his/her position or resign.
9. A Director should not place himself or herself in a position where there is a possibility of conflict.
10. A Director should advise the Board if he/she have a material personal interest in a matter that relates to the affairs of PA. If this matter is being voted upon, then he/she must not vote on the matter or be present while the matter is being considered.
11. A Director should not solicit or accept benefits, entertainment, gifts, bribes, secret commissions or illegal inducements of any kind.
12. A Director must not disclose confidential information unless that disclosure has been duly authorised by the Board or is required by law.
13. A Director should show concern and courtesy towards others.
14. A director has an obligation, at all times, to comply, with the spirit, as well as the letter, of the law and with the principles of this code.
15. At all PA meetings Directors must:
 - 15.1. act solely in the best interests of PA and its members as a whole;
 - 15.2. exercise their powers and discharge their duties with reasonable care and diligence, in good faith and for a proper purpose;
 - 15.3. not make improper use of their position; or information acquired by virtue of holding their position so as to gain an advantage for themselves or any other person or to cause detriment to PA; and

- 15.4. any Director who has a material personal interest in a matter being considered at the meeting must:
- disclose the nature and extent of that interest to the meeting;
 - not be present while the matter is being considered at the meeting; and
 - not vote on the matter.

11. SPECTATOR CODE OF CONDUCT

1. Respect the decisions of officials and teach young people to do the same.
2. Never ridicule or scold a young participant for making a mistake. Positive comments are motivational.
3. Condemn the use of violence in any form, whether it is by other spectators, coaches, officials or players.
4. Show respect for your team's opponents. Without them there would be no game.
5. Do not use violence, harassment or abuse in any form (that is, do not use foul language, sledge or harass players, coaches, officials or other spectators).
6. Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.