

## Member Protection Policy CODES OF BEHAVIOUR

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### **B1 General Code of Conduct**

As a Member, Registered Athlete or Officer of Athletics SA, a Member or an Officer of an affiliated club or association or as an Official/Volunteer as defined by Athletics SA's Constitution and Bylaws, and in any activity associated either directly or indirectly with your involvement in the sport of athletics (including but not restricted to, the activities of training, competing, coaching travel to and from training, competition or coaching, and team membership or a person required to comply with Athletics SA's Member Protection Policy, you must meet the following requirements in regard to your conduct: during and including any activities held within South Australia, any activity held or sanctioned by Athletics SA, or an affiliated club and in any role you hold within Athletics SA or an affiliated club:

1. Respect the rights, dignity and worth of others;
2. Be fair, considerate and honest in all dealing with others;
3. Be professional in, and accept responsibility for your actions;
4. Make a commitment to providing quality service;
5. Be aware of, and maintain an uncompromising adherence to, Athletics SA's standards, rules, regulations and policies;
6. Operate within the rules of the sport including national and international guidelines, which govern Athletics SA and its affiliated clubs;
7. Do not use your involvement with Athletics SA or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of Athletics SA, or an affiliated club;
8. 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;
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible;
10. Refrain from any form of harassment of others;
11. Refrain from any behaviour that may bring Athletics SA, or an affiliated club into disrepute;
12. Provide a safe environment for the conduct of the activity;
13. Show concern and caution towards others who may be sick or injured;
14. Be a positive role model; and
15. Understand the repercussions if you breach, or are aware of any breaches of, this Code of Conduct.

## **B2 Official/Volunteer Code of Conduct**

**"Official/Volunteer"** means a person who either:

Has been nominated for selection to, or selected as a member of any team nominated or selected by Athletics SA, other than as an Athlete; or Administers, manages, coaches, officiates, assists or is otherwise involved in the sport of athletics other than as an Athlete and includes section managers, assistant section managers, technical official, volunteer, chiropractors, coaches, massage therapists, medical practitioners, nutritionists, physiotherapists, psychologists and the like at all levels of the sport;

In addition to Athletics SA's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity held by or under the sanction or auspices of Athletics SA or an affiliated club and in your role as an Official/Volunteer of Athletics SA or an affiliated club:

1. Resolve conflicts fairly and promptly through established procedures;
2. Place the safety and welfare of the participants above all else;
3. Maintain strict impartiality;
4. Be aware of your legal responsibilities;
5. Accept responsibility for all actions taken;
6. Avoid any situation which may lead to a conflict of interest;
7. Be courteous, respectful and open to discussion and interaction; and
8. Value the individual in sport.

This Code is to be read in conjunction with the general rules of competition of Athletics Australia, Athletics SA, and the IAAF.

### **B3 Athletes Code of Conduct**

In addition to Athletics SA's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity associated either directly or indirectly with your involvement in the sport of athletics (including, but not restricted to, the activities of training, competing, travelling to and from training and competition, club registration and team membership) whether or not such activity is held or sanctioned by Athletics SA, or an affiliated club and including your role as a participant:

1. Respect the rights, dignity and worth of fellow athletes, coaches and officials;
2. Do not accept inappropriate behaviour from others;
3. Respect the talent, potential and development of fellow athletes and competitors;
4. Care for and respect the equipment provided to you as part of your program;
5. Be frank and honest with your coach concerning illness and injury and your ability to train fully  
within the program requirements;
6. At all times maintain an appropriate relationship with your coach;
7. Maintain high personal behaviour standards at all times;
8. Abide by the rules and respect the decision of the officials, making all appeals through the formal process and respecting the final decision;
9. Be honest in your attitude and preparation to training;
10. Cooperate with coaches and staff in development of programs to adequately prepare you for  
competition.

## **B4 Employee Code of Conduct**

In addition to Athletics SA's General Code of Conduct and any appropriate staff manual provided by Athletics SA's or an affiliated club, an employee must meet the following requirements in regard to their conduct during any activity held by or under the auspices of Athletics SA, or an affiliated club and in their role as an administrator of Athletics SA or an affiliated club:

### **Introduction**

All Athletics SA employees must be familiar with Athletics SA's Employee Code of Conduct. The Code is provided to assist employees in understanding what is expected of employees as employees carry out their responsibilities at Athletics SA. We expect that our partners, associates and consultants will be guided by this Code as well. Our principles form the basis for the ethical standards, which are spelled out in the Code. They are: integrity, respect, responsibility, excellence, teamwork, improvement & innovation and goal orientated behaviour.

**Integrity:** honesty and ethical behaviour are critically important in everything that an employee does.

**Respect:** employees show respect for one another by treating everyone with dignity and fairness.

**Responsibility:** employees are accountable for their actions and honour their commitments.

**Excellence:** employees will excel at everything they do and will strive for the highest standards of quality to achieve the vision of a united athletics organisation.

**Teamwork:** employees work together as a team in a spirit of respect for others and the worth of their contribution.

**Improvement & Innovation:** employees constantly seek to find a new and better way.

**Goal Orientated Behaviour:** employees set challenging targets that employees strive to meet at all times.

The Code does not cover every situation that employees may encounter as employees perform their job. It should, however, serve as a guide for their behaviour with people outside Athletics SA as well as with fellow employees. If employees are unsure about how to handle a situation, they should contact their manager or appropriate person at Athletics SA. All employees are faced with ethical questions from time to time in their business conduct. In resolving these questions, employees should consider these basic questions:

- What guidance does the Code provide?
- If their conduct were reported on the front page of the newspaper, would they be comfortable with their decision?
- How would they feel if the conduct or actions were directed at them?
- What would their manager, co-workers and my family think of their conduct?

The consequences of unethical behaviour can be serious to the organisation and to employees personally.

### **Workplace Practices**

Athletics SA will meet its business objectives by employing people with the right skills. Creativity is nurtured when people constructively seek the best of each person's ideas to develop the best solutions. By fully utilising the broad array of talents and skills that come

from a diverse workforce, employees provide Athletics SA with a competitive advantage, enabling Athletics SA to achieve success.

All employees deserve to work in circumstances in which they are accorded respect. Harassment or discrimination of any kind related to race, colour, religion, gender, age, national origin, citizenship, disability, political persuasion, sexual orientation, veteran or marital status is unacceptable and will not be tolerated.

### **Business and Accounting Practices**

All Athletics SA payments and other transactions must be properly authorised by management and be accurately and completely recorded on the Athletics SA books and records in accordance with generally accepted accounting principles and established corporate accounting policies. Information must always be reported accurately and honestly. No false, incomplete or misleading entries or records should be created, including travel expense reports. No undisclosed or unrecorded corporate funds should be established for any purpose, nor should Athletics SA funds be placed in any personal or non-organisation account.

### **Internet Use**

Athletics SA provides access to the Internet for business purposes. Access to the Internet is to be used as a tool to accomplish business tasks and not for personal use. Specifically, employees may not use their Internet access privilege to:

- Engage in either viewing or communicating materials of an obscene, hateful, discriminatory or harassing nature;
- Engage in or solicit any private business for personal gain or profit;
- Engage in any illegal activities including gambling, up-loading or down-loading of software in violation of its copyright, intentionally interfering with the normal operation of Athletics SA's Internet gateway, or attempting to gain unauthorised access to another site;
- Engage in any activity that compromises the privacy of any users or other units;
- Engage in any activity that is against Athletics SA's policies or that would be contrary to the organisation's best interest, or that do not apply with local or national laws; or
- Disclose confidential or proprietary information by any means.

Athletics SA reserves the right to monitor any and/or all internet related activity occurring through Athletics SA's system. Any users found in violation of the Acceptable Use Policy may be subject to, at a minimum, denial of access, up to termination of employment and/or criminal prosecution.

### **Electronic Mail Communication and Systems Use**

Athletics SA provides a number of different electronic and voice communication systems to conduct the organisation's business. From time to time employees may send personal messages on Athletics SA's systems but these messages should be brief and kept to a minimum. Messages for personal gain or solicitation, chain letters, and threatening, obscene or harassing messages are prohibited. All electronic mail, conferencing data, voice mail and information of any kind that is stored on Athletics SA equipment is considered the property of Athletics SA. Athletics SA may periodically check usage to correct network problems and to establish proper use and security. An employee should not have any expectation of personal privacy for messages or information, which is developed, sent, received or stored on these systems.

### **Conflict of Interest**

Although generally employees are free to engage in a range of personal financial transactions, there are some limitations. Employees must avoid situations in which their loyalties are divided between Athletics SA interests and their own personal interests.

Employees refer to this as a “Conflict of Interest”. A conflict of interest makes it difficult to objectively carry out their job responsibilities or to act in the best interest of Athletics SA. It is important to avoid even the appearance of a conflict of interest. Employees are required to inform their manager of any situation, which may involve a conflict of interest. Typically, problems arise when relationships or outside interests influence, or can be perceived as influencing, decisions employees make for Athletics SA. The following are particularly sensitive areas:

- The involvement of the Athletics SA’s employee family members with Athletics SA’s competitors, customers, sponsors and suppliers may result in a conflict of interest. If in doubt as to whether a situation involves a present or potential conflict of interest, employees or their manager/supervisor should consult with the Chief Executive Officer
- Being employed by, acting as a consultant for, sitting on the board of, or receiving remuneration from, a competitor, customer, sponsor or supplier of Athletics SA, or investing in any competitor, customer, sponsor or supplier of Athletics SA (except for moderate holdings of publicly-traded securities) may result in a conflict of interest. Employees may not do so unless employees have the advance permission of the Chief Executive Officer of Athletics SA.
- Pursuing business relationships outside their regular job responsibilities may result in a conflict of interest, particularly if it places employees in the position of appearing to be representing Athletics SA in that employment, or if it involves providing *intellectual property*, goods or services substantially similar to those Athletics SA provides or is considering making available. While Athletics SA recognises that employees may wish to pursue interests outside of their regular job responsibilities, employees may not compete with Athletics SA, use Athletics SA resources, or use or disclose Athletics SA proprietary information. Of course, employees should not accept outside employment which reduces the alertness or efficiency normally expected of employees. All outside employment, which raises any question in this regard must be approved in advance by their manager in consultation with the Chief Executive Officer of Athletics SA

### **Confidentiality of Athletics SA Proprietary Information**

Information about our products, services, customers and strategies is critical to our competitive position in the marketplace. As employees, employees are given access to organisational information in trust. Employees must protect it and use it appropriately. This applies both outside as well as inside the organisation. Athletics SA proprietary business information is company property and may not be disclosed outside of Athletics SA except as specifically authorised by management. Proprietary information includes business, financial or marketing plans, athlete lists, pricing information, employee personnel information, joint venture agreements and internal discussions. Employees need to take steps to ensure that any Athletics SA confidential information is safeguarded against external disclosure as well as from unauthorised disclosure within Athletics SA. This also applies to information stored on personal computers or workstations. If business needs dictate releasing or sharing sensitive information prior to a general public release, appropriate protection should be obtained under a non-disclosure agreement. Employees of Athletics SA must:

- Agree to keep in strictest confidence and not to disclose directly or indirectly, without Athletics SA’s written authority, to anyone other than an employee of Athletics SA, authorised to receive the same, and not to use for his/her own benefit or the benefit of the third party, any information relating to the conduct of the business of Athletics SA and which information, whether in the nature of trade secrets or otherwise, is not generally available to persons not employed by Athletics SA.
- Acknowledge that the said information represents confidential and valuable property of Athletics SA, by virtue of its special nature and novelty, and so agrees not to disclose it directly or indirectly or otherwise to use it for his/her own benefit or the benefit of a third party, even after completing his/her employment with Athletics SA, unless the information becomes generally available to the public or Athletics SA

consents to his/her making such disclosure or use, the Employee acknowledging and recognising that Athletics SA shall suffer damage by any such disclosure or use;

- Agree to assign to Athletics SA his/her entire right, title and interest in and to, and any copyright and rights of like nature or kind to, any and all products and process or procedural improvements which (either solely or jointly with others) he/she has made or may make during and/or as a result of his/her employment with Athletics SA and which products and process or procedural improvements relate to any of the services of Athletics SA and any work performed by him/her during such employment;
- Agree promptly to disclose to Athletics SA, or its Attorneys, any and all such products and process or procedural improvements made by him/her and agrees to execute upon demand, but without expense, all documents which may be desirable to secure to Athletics SA the best patent protection in Australia and elsewhere and/or rights relating to such inventions and improvements;
- Agree that he/she will not directly or indirectly publish, except with Athletics SA's prior written consent, any of the information in relation to such products, process improvements and that on completing his/her employment with Athletics SA he/she will, if so required, promptly hand over to the nominated representative of Athletics SA all drawings, notes, correspondence and other printed, written or photographed material (and any copies thereof), computer programs and other software and or hardware in his/her possession, power or control relating to the said products and that he/she will not retain any such documents or written material.

#### **Proprietary Information of Others**

Just as employees endeavour to protect our information, other organisations do as well. While it is important that employees are well informed about our competitors, employees may not solicit, receive or use any proprietary information belonging to others. Information about our customers, suppliers, competitors, partners and consultants which is already published, in the public domain, or independently developed, is not considered to be proprietary. In addition, employees may not use third parties to acquire information by improper means. Employees realise that in the course of normal business activities, suppliers, customers and competitors may sometimes divulge to employees information that is proprietary to their business. This does not necessarily make it acceptable to use this information.

#### **Copyright and Software Compliance**

Athletics SA purchases licenses from vendors for many software products to use in its business. Australian and international copyright laws protect the software developers' rights. These copyright laws prohibit the copying, distribution and use of software other than for the use for which it is licensed to Athletics SA. All employees have a responsibility to help ensure that software installed on their desktop computers or on network storage devices under their control is not being unlawfully used. Employees must not copy, install or otherwise use software in a manner that violates the license agreement or copyright for that software.

#### **Protection of Employee Information**

Athletics SA collects data and maintains records about its employees and applicants for a number of reasons. This includes information about salary and benefits, job performance, employment history, and career and succession planning. These records may be created and maintained in both hard copy and electronic forms. Athletics SA limits access to this information to only those employees who have a legitimate need to know such information to perform their jobs. Athletics SA also limits the reporting of this data to that which is legally required, or in accordance with an employee request or with their consent. This approach is intended to protect the individual privacy of employee and applicant data. All employees are required to respect the use of personal data in accordance with Athletics SA policy and applicable laws regulating the collection and protection of such data.

#### **Reporting Potential Employee Code of Conduct Violations**

Any employee may contact their manager/supervisor or the Chief Executive Officer with a question or concern about a business practice or to report any suspected or potential violation of the Employee Code of Conduct. All employees have an obligation and responsibility to

report any suspected or potential ethics violation. When employees contact their manager or the Chief Executive Officer their concerns will be addressed seriously. Any manager who receives such a report should immediately notify the Chief Executive Officer. No adverse action or retribution will be taken against anyone for making a good faith report of a suspected ethics violation. Any attempt to take retribution of any kind will not be tolerated.

#### **Ethics Investigations and Discipline**

Depending on the situation, it may be necessary for the organisation to conduct an internal investigation to determine whether a violation of the Code has taken place. Every employee is required to cooperate fully with any internal investigation consistent with the employee's rights under the law. Athletics SA may find it necessary to take appropriate action against any person shown to be involved in a violation or irregularity. Violations of the Code may result in discipline ranging from warning and reprimand to termination. Discipline decisions will be made by the operating management, subject to review by members of the Board who make up Athletics SA Ethics Committee. Employees will be given an opportunity to explain their actions before any disciplinary action is imposed.

#### **Human Resources and Other Issues**

Human Resources concerns or queries, such as pay, benefits and employee relations issues should be directed to their immediate manager or Chief Executive Officer of Athletics SA.



## **B5 Accredited Athletics Coach Coaching Code of Conduct**

In addition to Athletics SA's General Code of Conduct, you must meet the following requirements in regard to your conduct during any activity associated either directly or indirectly with your involvement in the sport of athletics (including, but not restricted to, the activities of training, competing, travelling to and from training and competition, club registration and team membership) whether or not such activity is held or sanctioned by Athletics SA, or an affiliated club and including your role as a coach:

The Code of Conduct for the Accredited Athletics Coach is adopted from the International Association of Athletics Federations (IAAF), the Australian Sports Commission (ASC) and the Australian Track and Field Coaches Associations (ATFCA). The basic principle is that ethical considerations leading to fair play are integral and mandatory elements of coaching Athletics. These ethical considerations apply to all levels of ability and commitment, including recreational and competitive involvement in Athletics.

A Coach is required to be a positive role model for athletes so they learn fair play and sportsperson-like behaviours. The role of the coach is therefore an ambassador, educator and guardian of the ethical values of fair play within the sport of Athletics.

The coach's primary role is to facilitate the process of individual development through achievement of athletic potential. This role accepts the athletes' long term interests as of greater importance than short term athletic considerations. To fulfill this role the coach must behave in an ethical manner, specifically in relation to the following points:

1. Coaches must respect the basic human rights, that is the equal rights, of each athlete with no discrimination on the grounds of gender, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, birth or other status.
2. Coaches must respect the dignity and recognise the contribution of each individual. Coaches must not act in any ways that is defamatory, insulting or abusive to others. This includes respecting the rights of an individual for freedom from verbal, physical or sexual harassment and advances.
3. Coaches must avoid any form of sexual relationship with athletes that could develop as a result of their coach-athlete relationship.
4. Coaches must ensure that practical environments are safe and appropriate. This appropriateness must take into consideration the age, maturity and skill level of the athlete. This is particularly important in the case of younger or less experienced athletes.
5. Coaches will always consider the physical and emotional well-being of an athlete and place these needs ahead of any other concerns, such as competition or training. Coaches will discourage athletes from competing or training if there is likelihood that such competition or training could be detrimental to the athlete's physical or emotional well-being.
6. Coaches will, wherever practical, avoid unaccompanied and unobserved one-on-one activity, when in a supervisory capacity or where a power imbalance will exist, with people under the age of 18 years.
7. Coaches must acknowledge and respect the Rules of Competition. This respect should extend to the spirit as well as to the letter of the rules, in both training and competition, to ensure fairness of competitive opportunity between all athletes.
8. Coaches must exhibit an active respect for officials, by accepting the role of the officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules.
9. Coaches have a responsibility to influence the performance and conduct of the athletes they coach, while at the same time encouraging the independence and self determination of each athlete by their acceptance of responsibility for their own decisions, conduct and performance.

10. Coaches must assert a positive and active leadership role to prevent any use of prohibited drugs or other disallowed performance enhancing substances or practices. This includes education of the athletes of the harmful effects of prohibited substances and practices.

11. The coach must acknowledge that all coaches have an equal right to desire the success of the athletes they coach - competing within the rules. Observations, recommendations and criticism should be directed to the appropriate person outside the view or hearing of the public domain.

12. The coach must acknowledge and recognise that all athletes have a right to pursue their athletic potential. A coach will recognise that a previous coach-athlete relationship may exist and that prior to taking on an athlete, all reasonable efforts have been made to ensure any previous relationship has ended in a 'professional manner'.

Coaches will always recognise the athlete's right to consult with other coaches and advisers.

13. Coaches will hold the National Coaching Accreditation Scheme (NCAS) Accredited Athletics Coach (AAC) qualification. Coaches will respect that coaching accreditation is an ongoing commitment, achieved through the upgrading of their knowledge by further participation in accredited programs, or workshops, as well as through practical coaching experience. Coaches also have a responsibility to share the knowledge and practical experience they gain.

14. Coaches must at all times, be honest and never allow their qualifications or experience to be misrepresented.

15. Coaches must respect the image of the coach and continuously maintain the highest standards of personal conduct, reflected in both the manner of appearance and behaviour. Coaches must never smoke while coaching or in the presence of athletes, nor consume alcoholic beverages so soon before coaching that it affects their competence or that the smell of alcohol is on their breath.

16. Coaches should cooperate with all individuals and agencies that could play a role in the development of the athletes they coach, including working with other coaches and where appropriate, sports science and sports medicine professionals.

17. Coaches must not act in any way that brings the sport of athletics, Athletics Australia in its role as the National Federation, the IAAF or any other member organisation into disrepute.

### **Member Protection and Complaints Handling Procedures**

Where a coach or other, considers that the Code of Conduct has been breached, they should refer to the procedures as per the Athletics SA By-laws section 9 and Member Protection Policy Part D

Various measures including sanctions may result from breaches of the Code of Conduct.