

# Melbourne Midday Milers



## CODE OF CONDUCT

**VERSION 1: December 2020**

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# CODE OF CONDUCT

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## 1. Introduction

The Melbourne Midday Milers (our Club) is an incorporated association formed to:

- a) offer members an informal but structured lunch-time training program;
- b) provide a safe and inclusive environment to assist our members to improve their running;
- c) organise club events to enhance club camaraderie; and
- d) engage with and support the general running community.

It is the expectation that all Members, defined as athletes, coaches and other participants, of our Club adhere to the values and principles outlined in this Code of Conduct (this Code), including all attachments and appendices, in order for all Members to enjoy the sport of running, as well as demonstrating a commitment to good sportsmanship, defined as;

- fair and generous behaviour or treatment of others, especially in a running race;
- treating opponents and other clubs with respect; and
- demonstrating the ability to win or lose graciously whether running socially or competitively.

This Code is to be read, interpreted and enacted in conjunction with our Club's Rules of Association (our Rules), December 2020, and Athletics Victoria's Member Protection Policy (AV Policy). A copy of the current AV Policy is available from the Athletics Victoria website, under **Engagement Hub > Club Resources**: <https://athsvic.org.au/engagement-hub/club-resources/>.

Persons found to be in violation of this Code will be subject to Part Two, Division 2 – Disciplinary Action, of our Rules, enacted upon receipt of a written complaint to the Club Secretary via email to [secretary@middaymilers.org](mailto:secretary@middaymilers.org).

Complaints will be handled in accordance with Part A, Section 8, Complaints Procedures, of the AV Policy (see link above) unless they are contrary to our Rules, in which case our Rules will prevail.

## 2. Purpose of this Code

The main objective of this Code is to maintain responsible behaviour and the making of informed decisions by members and other participants in our Club. It outlines our commitment to:

- welcome individuals of all abilities and backgrounds, allowing access to all persons within the community including individuals with a disability and socially isolated groups and individuals;
- respect the rights, dignity and worth of every member and other participant and treat all members and participants equally whilst valuing their diversity; and
- provide a safe and quality sporting/volunteer/spectator experience for our members and other participants endeavouring to ensure our members and other participants have the right to enjoy their running experience in a friendly and positive environment, free of harassment and intimidation and abuse.

This Code informs everyone involved in our Club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are expected of them.

### **3. Who this Code Applies To**

This Code applies to all participants involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity including:

- Club Committee and subcommittee members and other Club officials;
- Coaches and other personnel participating in training events and activities;
- Officials;
- Athletes;
- Members including associate members and life members;
- Parents/guardians; and
- Spectators, guests and visitors.

### **4. Extent of this Code**

This Code covers all matters directly and indirectly related to our Club and its activities. In particular, this Code governs breaches of our codes of behaviour/policies and behaviour that occurs at training sessions, at social events organised or sanctioned by our Club (or our sport), and on away and overnight trips. It also covers private behaviour where that behaviour brings our Club or sport into disrepute.

### **5. Club Responsibilities**

Our Club will:

- adopt, implement and comply with this Code;
- ensure that this Code is enforceable;
- publish, distribute and promote this Code and the consequences of any breaches of this Code;
- promote and model appropriate standards of behaviour at all times;
- deal with any complaints made under this Code in an appropriate manner;
- deal with any breaches of this Code in an appropriate manner;
- recognise and enforce any penalty imposed under this Code;
- ensure that a copy of this Code is available or accessible to all people and organisations to whom this Code applies;
- review this Code every 12-18 months; and
- seek advice from and refer serious issues to Athletics Victoria and/or Athletics Australia or, where appropriate, the local police.

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault) and any other issues that our state or national bodies request to be referred to them.

### **6. Individual Responsibilities**

Everyone associated with our Club must:

- make themselves aware of the contents of this Code;
- comply with all relevant provisions of this Code, including the standards of behaviour outlined in this Code;
- treat other people with respect;
- be responsible and accountable for their behaviour;
- follow the guidelines outlined in this Code if they wish to make a complaint or report a concern about possible discrimination, harassment, bullying or other inappropriate behaviour; and
- comply with any decisions and/or disciplinary measures imposed under this Code.

## **7. Athletics Victoria Member Protection Policy**

Athletics Victoria has developed and issued a Member Protection Policy (AV Policy) setting out the parameters of expected behaviour of all people participating in the activities of Victorian Running Associations (including our Club). A copy of the current AV Policy is available from the Athletics Victoria website, under **Engagement Hub > Club Resources**: <https://athsvic.org.au/engagement-hub/club-resources/>.

The AV Policy (as updated from time to time) applies to all participants involved in the activities of our Club whether they are in a paid or unpaid/voluntary capacity including those persons listed in Section 3 above.

## **8. Athlete Code of Conduct**

Schedule 1 to this Code sets out our Athlete Code of Conduct.

The Athlete Code of Conduct applies to all athletes associated with our Club. It is in addition to the AV Policy and all other codes of conduct and/or policies in this Code in any way applicable or relevant to athletes at our Club.

## **9. Coaches Code of Conduct**

Schedule 2 to this Code sets out our Coaches Code of Conduct.

The Coaches Code of Conduct applies to all coaches associated with our Club. It is in addition to the AV Policy and all other codes of conduct and/or policies in this Code in any way applicable or relevant to coaches at our Club.

## **10. Spectators Code of Conduct**

“Play by the Rules” is a unique collaboration between the Australian Sports Commission, Australian Human Rights Commission, all state and territory departments of sport and recreation, all state and territory anti-discrimination and human rights agencies, the Office of the Children’s Guardian (NSW), the Australian and New Zealand Law Association and the Anti-Discrimination Board of NSW.

Schedule 3 to this Code sets out our Spectators Code of Conduct (based on “Play by the Rules” Spectators Policy).

The Spectators Code of Conduct applies to all spectators attending our Club. It is in addition to the AV Policy and all other codes of conduct and/or policies in this Code in any way applicable or relevant to spectators attending our Club.

## **11. Alcohol Policy**

Schedule 4 to this Code sets out our Alcohol Policy (which is based on the policy issued by “Play by the Rules” setting out the parameters of expected behaviour around the safe serving and general management of alcohol at sporting clubs).

Our Club agrees to be bound by the provisions of the Alcohol Policy set out in Schedule 4.

## **12. Discrimination, Harassment and Bullying**

Our Club is committed to providing an environment in which people are treated fairly and equitably and that is, as far as practicable, free from all forms of discrimination, harassment and bullying.

## 12.1 Discrimination

Unlawful discrimination involves the less favourable treatment of a person on the basis of one or more of the personal characteristics protected by State or Federal anti-discrimination laws. Discrimination includes both direct and indirect discrimination:

- **Direct discrimination** occurs if a person treats, or proposes to treat, a person with a protected personal characteristic unfavourably because of that personal characteristic.
- **Indirect discrimination** occurs if a person imposes, or proposes to impose, a requirement, condition or practice that will disadvantage a person with a protected personal characteristic and that requirement, condition or practice is not reasonable.

For the purpose of determining discrimination, the offender's awareness and motive are irrelevant.

If any person believes they are being, or have been, discriminated against by another person or organisation bound by this Code, he or she may make a complaint.

## 12.2 Racism and Racial vilification

### Racism

Racism includes prejudice, discrimination or hatred directed at someone because of their colour, ethnicity or national origin. Racism is more than just words, beliefs and actions. It includes all the barriers that prevent people from enjoying dignity and equality because of their race.

Examples of racism may include:

- the act of abuse or harassment;
- racial name-calling and jokes; and
- situations when people may be excluded from groups or activities because of where they come from.

### Racial vilification

Racial vilification is doing something in public based on the race, colour, national or ethnic origin of a person or group of people which is likely to offend, insult, humiliate or intimidate.

Examples of racial vilification may include:

- racially offensive material on the internet, including eforums, blogs, social networking sites and video sharing sites
- racially offensive comments or images in a newspaper, magazine or other publication such as a leaflet or flyer
- racially offensive speeches at a public rally
- racially abusive comments in a public place, such as a shop, workplace, park, on public transport or at school
- racially abusive comments at sporting events by players, spectators, coaches or officials.

If any person believes they are being, or have been, racially vilified and/or experienced racism by a person or organisation by this Code, then they may make a complaint.

## 12.3 Harassment

Harassment is any unwelcome conduct, verbal or physical, that intimidates, offends or humiliates another person and which happens because a person has a certain personal characteristic protected by State or Federal anti-discrimination legislation. The offensive behaviour does not have to take place a number of times, a single incident can constitute harassment.

Sexual harassment is one type of harassment. Sexual harassment involves unwelcome conduct, remarks or innuendo of a sexual nature. It covers a wide range of behaviours and can be verbal, written, visual or physical. Sexual harassment is not limited to members of the opposite sex.

Every person is covered by the anti-discrimination laws that apply in Victoria as well as the Federal anti-discrimination laws.

The following is a list of all the personal characteristics that apply throughout Australia:

- gender;
- race, colour, descent, national or ethnic origin, nationality, ethno-religious origin, immigration;
- national extraction or social origin;
- marital status, relationship status, identity of spouse or domestic partner;
- pregnancy, potential pregnancy, breastfeeding;
- family or carer responsibilities, status as a parent or carer;
- age;
- religion, religious beliefs or activities;
- political beliefs or activities;
- lawful sexual activity;
- sexual orientation and gender identity;
- profession, trade, occupation or calling;
- irrelevant criminal record, spent convictions;
- irrelevant medical record;
- member of association or organisation of employees or employers, industrial activity, trade union activity;
- physical features;
- disability, mental or physical impairment;
- defence service; and
- personal association with someone who has, or is assumed to have, any of these personal characteristics.

Legislation also prohibits:

- racial, religious, homosexual, transgender and HIV/AIDS vilification; and
- victimisation resulting from a complaint.

If any person believes they are being, or have been, harassed by another person or organisation bound by this Code, he or she may make a complaint.

#### **12.4 Bullying**

Our Club is committed to providing an environment that is free from bullying. We understand that bullying has the potential to result in significant negative consequences for an individual's health and wellbeing, and we regard bullying in all forms as unacceptable at our Club.

Bullying is characterised by 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, undermine, threaten, degrade, offend or intimidate a person. Bullying behaviour can include actions of an individual or group.

Whilst generally characterised by repeated behaviours, one off instances can amount to bullying.

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

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

Bullying includes cyber-bullying which occurs through the use of technology. New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied through unwanted and inappropriate comments. Our Club will not tolerate abusive, discriminatory, intimidating or offensive statements being made online.

If any person believes they are being, or have been, bullied by another person or organisation bound by this Code, he or she may make a complaint.

### **13. Inclusive Practices**

Our Club is welcoming and we will seek to include members from all areas of our community. The following are examples of some of our inclusive practices.

#### **13.1 Aboriginal and Torres Strait Islander peoples and cultures**

Our Club acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of this country and acknowledges their continued connection to culture, land and community. We recognise that we run on Aboriginal land and pay our respect to First Nations peoples who have lived and cared for Country that we get to enjoy and pay our respect to their Elders past, present and future.

We recognise that to increase and retain Aboriginal and/or Torres Strait Islander peoples participating in the Club, we must create a culturally safe environment that is free from racism, vilification and discrimination and are open to including cultural protocols in Club activities.

#### **13.2 People with a disability**

Our Club will not discriminate against any person because they have a disability. Where it is necessary, we will make reasonable adjustments (e.g. modifications to equipment and rules) to enable participation subject to compliance with Athletics Victoria's (or any other relevant association's) standards, rules regulations and policies.

Schedule 5 to this Code sets out our Disability Policy (which is based on the policy issued by "Play by the Rules" setting out the parameters of expected behaviour around including people with disabilities at sporting clubs).

Our Club agrees to be bound by the provisions of the Disability Policy set out in Schedule 5.

#### **13.3 People from diverse cultures**

We will support, respect and encourage people from diverse cultures and religions to participate in our Club and where possible we will accommodate requests for flexibility (e.g. modifications to uniforms) subject to compliance with Athletics Victoria's (or any other relevant association's) standards, rules regulations and policies.

#### **13.4 Sexual & Gender Identity**

All people, regardless of their sexuality or gender identity, are welcome at our Club. We strive to provide a safe environment for participation and will not tolerate any form of discrimination or harassment because of a person's sexuality or gender identity.

#### **13.5 Pregnancy**

Our Club is committed to treating pregnant women fairly and to removing any unreasonable barriers to their full participation in our Club's activities. We will not tolerate any discrimination or harassment against pregnant women.

We will take reasonable care to ensure the continuing safety, health and wellbeing of pregnant women. We will advise pregnant women that there may be risks involved with their continuing participation in sport, and we will encourage them to obtain medical advice about those risks. Pregnant women should be aware that their own health and wellbeing, and that of their unborn child, is of utmost importance in their decision-making about the extent they choose to participate in our sport.

We encourage all pregnant women to talk with their medical advisers, make themselves aware of the facts about pregnancy in sport and ensure that they make informed decisions about their participation in our sport. Pregnant women should make these decisions themselves, in consultation with their medical advisers and in discussion with our Club. We will only require pregnant women to sign a disclaimer in relation to their participation in our sport whilst they are pregnant if all other participants are required to sign one in similar circumstances. We will not require women to undertake a pregnancy test.

If a pregnant woman believes she is being, or has been, harassed or discriminated against by another person bound by this Code, she may make a complaint.

#### **14. Communication Policy**

“Play by the Rules” has developed and issued a communication policy to assist sporting clubs’ manage internal and public communications including communications through website, Facebook and other social media mediums.

Our Club agrees to be bound by the provisions of the Communications Policy as set out in Schedule 6 to this Code (which policy is based on that issued by “Play by the Rules”).

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## **Schedule 1 (Athlete Code of Conduct)**

This Athlete Code of Conduct applies to all athletes associated with our Club:

1. Respect the rights, dignity and worth of others, including but not limited to fellow athletes, coaches, officials and spectators.
2. Be fair, considerate and honest in all dealing with others.
3. Refrain from conduct, which could be regarded as sexual or other discrimination, harassment or bullying (as defined in clause 14) towards fellow athletes.
4. Respect the talent, potential and development of fellow athletes and competitors.
5. Care and respect the equipment provided by our Club.
6. Conduct yourself in a professional manner relating to language, temper and punctuality.
7. Maintain high personal behaviour standards at all times.
8. Abide by the any rules of races and respect the decision of race officials.
9. Be aware of, and maintain an uncompromising adherence to Athletics Victoria's standards, rules, regulations and policies, found on their website, under Engagement Hub, then Club Resources <https://athsvic.org.au/engagement-hub/club-resources/>.
10. Understand your responsibility if you breach, or are aware of any breaches of our Club's Code of Conduct.
11. Do not use your involvement with our Club or Athletics Victoria to promote your own beliefs, behaviours or practices where these are inconsistent with those of Athletics Victoria.
12. Refrain from any form of abuse towards others.
13. Refrain from any form of harassment towards, or discrimination of others.
14. Provide a safe environment for the conduct of the activity.
15. Show concern and caution towards others who may be sick or injured.
16. Be a positive role model.

## **Schedule 2**

### **(Coaches Code of Conduct)**

This Coaches Code of Conduct applies to all coaches associated with our Club:

1. Treat all athletes with respect at all times. Be honest and consistent with them. Honour all promises and commitments, both verbal and written.
2. Provide feedback to athletes and other participants in a caring sensitive manner to their needs. Avoid overly negative feedback.
3. Recognise an athletes' rights to consult with other coaches and advisers. Cooperate fully with other specialists (e.g. sports scientists, doctors, physiotherapists etc.).
4. Treat all athletes 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.
5. Encourage and facilitate athletes' independence and responsibility for their own behaviour, performance, decisions and actions.
6. Involve the athletes in decisions that affect them.
7. Determine, in consultation with athletes and others, what information is confidential and respect that confidentiality.
8. Encourage a climate of mutual support among your athletes.
9. Encourage athletes to respect one another and to expect respect for their worth as individuals regardless of their ability level.
10. At all times use appropriate training methods, which in the long term will benefit the athletes and avoid those, which could be harmful.
11. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the athlete.
12. Be acutely aware of the power that you as a coach develop with your athlete/s in the coaching relationship and avoid any sexual intimacy with athlete/s that could develop as a result.
13. Avoid situations with your athletes that could be construed as compromising.
14. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
15. Respect the fact that your goal as a coach for the athlete may not always be the same as that of the athlete. Aim for excellence based upon realistic goals and due consideration for the athlete's growth and development.
16. Recognize individual differences in athletes and always think of the athlete's long-term best interests.
17. Set challenges for each athlete which are both achievable and motivating.
18. At all times act as a role model that promotes the positive aspects of the sport by maintaining the highest standards of personal conduct and projecting a favourable image of running and of coaching at all times.
19. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your athletes.
20. Encourage athletes and coaches to develop and maintain integrity in their relationship with others.
21. Respect other coaches and always act in a manner characterized by courtesy and good faith.
22. When asked to coach an athlete, ensure that any previous coach-athlete relationship has been ended by the athlete-others in a professional manner.
23. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.
24. Know and abide by Athletics Victoria rules, regulations and standards, and encourage athletes to do likewise. Accept both the letter and the spirit of the rules.
25. Be honest and ensure that qualifications are not misrepresented.
26. Be open to other people's opinion and willing to continually learn and develop.

### **Schedule 3 (Spectators Code of Conduct)**

This Spectators Code of Conduct applies to all spectators attending our Club:

Our Club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a race or event will not be tolerated.

These inappropriate behaviours specifically include:

- using bad language
- harassing or ridiculing athletes, coaches, officials or other spectators
- making racist, religious, sexist or other inappropriate comments to athletes, coaches, officials or other spectators
- any threatening behaviour or physical altercation between spectators and athletes, coaches, officials or other spectators
- being drunk at a Club event

#### What we will do:

- Provide members, and their affiliates our Code and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by providing information on our website, Facebook page and through other Club communication.
- Reinforce messages of fair and respectful behaviour by providing information on our website, Facebook page and through other Club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.
- Consult with the local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a race or training session.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our athletes, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

#### What we ask you to do:

- Help create a positive atmosphere for athletes, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our Code and refrain from using bad language, discriminating, harassing, bullying or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a Club official or Committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to a coach or Committee member or someone in a position of authority.
- Call the police or a Club official if you are concerned for your safety or the safety of others.

#### Non-Compliance:

Spectators found to have behaved inappropriately may face disciplinary action as outlined in our Club's Code of Conduct and Rules of Association.

## **Schedule 4 (Alcohol Policy)**

Our Club supports the responsible consumption of alcohol and takes seriously any inappropriate behaviour that results from excessive drinking. A risk management approach will be taken by the Club in planning events/activities involving the sale, supply or consumption of alcohol. Such events will be conducted in a manner that is consistent with liquor licensing legislation and this Policy. Our Club will not endorse or support events, celebrations or end of season trips that involve excessive consumption of alcohol.

### What we will do:

#### *Service of alcohol at Club social functions.*

At all times, the Club will follow the below approach to service of alcohol at Club social functions.

- A Committee member will be present at Club related events where alcohol is served.
- People aged under 18 will not knowingly be served alcohol or encouraged to consume alcohol.
- People aged under 18 are not permitted to consume alcohol at the Club or at any Club events, activities or presentations.
- Club members or bar servers will request proof of age, when in doubt, and only photo ID will be accepted.
- Excessive or rapid consumption of alcohol will be discouraged. Service of double/triple measures of spirits will also be discouraged.
- No person must exert pressure on anyone to drink alcohol.
- No person must post images on social media of themselves or others drinking alcohol at Club events.
- Alcohol brands and products will not be advertised by the Club and will not be placed on Club apparel.

#### *Intoxicated patrons*

- Alcohol will not be served to any person who appears intoxicated. Signs of intoxication include slurred speech, impaired balance, poor coordination, reduced inhibition, aggressive, belligerent and disrespectful behaviour.
- Intoxicated persons will not be permitted to enter the Club function.
- Intoxicated patrons will be asked to leave. Safe travel options will be suggested. Police may also be contacted to remove the person, if required.

#### *Safe transport*

- We will prominently distribute taxi phone numbers at Club social functions.
- We will encourage intoxicated patrons to take safe transport home.

#### *Food and other drinks*

- A range of substantial food (more than just snacks) will be available at Club functions where alcohol is served.
- Our Club will provide a selection of low-alcohol and alcohol-free drinks, such as fruit juice and soft drink, at the bar and at social functions. Free jugs of water will also be available.
- Tea and coffee will be provided at the bar during social functions.

#### *Functions*

- We will not conduct functions where a minimum amount of liquor sales is required and we will not conduct "all you can drink" functions.
- We will not include alcohol in the price of tickets (or will limit free drinks to a maximum of two).
- Advertisements for functions will not emphasise the availability of alcohol or refer to the amount of alcohol available and will not encourage rapid drinking or excessive drinking.
- Advertisements for functions will give equal reference to the availability of non-alcoholic drinks and will display a clear start and finish time for the function.

#### *Promoting the responsible use of alcohol*

- We will educate members and supporters about this Policy through our website, Facebook page and other Club communication and will actively demonstrate our attitude to the responsible use of alcohol and promote positive messages through our social media platform.

#### *Incident Register*

- An Incident Register will be maintained by our Club and any alcohol related-incident will be recorded on the register.

### What we ask you to do:

All members and other Club participants are required to comply with the following:

- Drink and behave responsibly at all Club functions, events and away trips.
- Do not supply alcohol to team members if they are aged under 18.
- Do not compete, train, coach or officiate for the Club if affected by alcohol.
- Do not bring alcohol or drink alcohol while at games (e.g. as a spectator, in your role as a coach, as an official or as a volunteer).
- Do not encourage others to drink alcohol excessively.
- Do not encourage or take part in team bonding activities that involve alcohol.
- Do not spike another person's drink.

Non-Compliance:

The Club will take action for breaches of behaviour and responsibilities outlined in this Policy:

- If members or other Club participants become drunk at Club social events they will be asked to leave. Ongoing instances of intoxication will be in breach of our Code of Conduct and can result in disciplinary action (e.g. suspension or termination of membership).
- Spiking of drinks is a criminal offence that can be reported to police by victims. It can lead to serious police charges being laid against the offender/s. Separate action can be taken as a breach of our state sporting organisation's and our Club's Code of Conduct to provide for the protection, safety and welfare of members.
- Serving alcohol to a minor is a criminal offence that can be reported to the police and the relevant liquor licensing authority by victims and their parents. It can lead to heavy fines. Separate action can be taken as a breach of our state sporting organisation's and our Club's Code of Conduct to provide for the protection, safety and welfare of children.
- Any member or other participant found to have behaved inappropriately because of over-consumption of alcohol (e.g. sexual harassment, verbal abuse, physical assault, neglect of a child) will face disciplinary action as outlined in our Code of Conduct.

## **Schedule 5 (Disability Policy)**

Our Club welcomes all members of the community, regardless of their abilities. We will include people with disability in our Club in both running and non-running roles to the greatest extent that we can.

### What we will do:

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, training location or rules.
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share Club information in appropriate ways and formats.
- Expect all members of our Club to accept and welcome people with disability.
- Make sure people of all abilities are included in our Club's social activities and are recognised for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate in our Club without discrimination, harassment or bullying.
- Provide information about other options for participation outside our Club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation.

### What we ask you to do:

If you have a disability:

- tell us what we can do to help include you in our Club.
- understand that we will do our best to make any necessary adjustments or modifications.
- talk to us if you have any concerns or ideas to help us make our Club more inclusive.

## **Schedule 6 (Communications Policy)**

Electronic communication is essential for sharing Club news and information with our members. Our communication will be timely, appropriate and related to Club business.

### What we will do:

We use a range of electronic tools to communicate with our members. Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur. Our Club's Committee will provide accountability and control over material published on our Club's website and any related discussion groups or social media websites, such as Facebook, Instagram, YouTube or Twitter.

#### *Website*

- Our website will include current information on competitions, social events, committees, policies, codes of conduct, rules and by-laws.
- No offensive content or photos will be published.
- We will seek feedback from members to improve the information available on the site.

#### *SMS and email*

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, Club-sanctioned social events and other Club business, however:

- SMS messages should be short and about Club/team matters
- email communication will be used when more information is required (or if SMS contact details not available)

#### *Social media websites*

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive Club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our Club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

### What we ask you to do:

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the Club.

Electronic communication:

- should be restricted to Club matters
- must not offend, intimidate, humiliate or bully another person
- must not be misleading, false or injure the reputation of another person
- should respect and maintain the privacy of members
- must not bring the Club into disrepute.

### Non-compliance:

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our Code of Conduct. Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police. In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, Instagram, YouTube or Twitter) may be liable for defamation.