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South West Indigenous Network Inc. Codes of Conduct





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1 Introduction

These codes of conduct affirm South West Indigenous Network's (SWIN's) belief in responsible social and ethical behaviour from all people involved with the organisation. These codes of conduct clarify the standards of behaviour expected by SWIN. The SWIN codes of conduct do not replace legislation and if any part of these codes is in conflict, then legislation takes precedence.

1.1 Application

These codes of conduct apply to:

1. SWIN personnel
 - a. Executive members
 - b. Employees and contractors
 - c. Indigenous Community Sport and Recreation Officers (ICSROs)
 - d. Volunteers
2. Program participants and athletes
3. Parents
4. Spectators

1.2 Values

SWIN has developed the following list of core values to guide the behaviour of all people involved with the organisation:

1. Be responsive to others' needs
2. Listen and communicate openly and honestly
3. Be cooperative and work with others
4. Use appropriate language in all interactions with others
5. Treat everyone with respect, courtesy and without harassment and do not engage in any forms of physical, verbal or emotional abuse
6. Value the well-being and diversity of others, regardless of their gender, ability, cultural background or religion
7. Ensure that no person is deprived of their basic human rights
8. Comply with all applicable laws of Queensland, Australia and other relevant jurisdictions

1.3 Breaches

Any breach of these codes of conduct will be treated as a serious matter and may result in disciplinary action.

Should any person have doubts about any aspect of the codes of conduct, they should seek clarification from the SWIN Executive. These codes of conduct will be regularly reviewed by SWIN and the executive will implement any necessary changes.

2 SWIN personnel

2.1 Executive members

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in a professional, ethical and socially acceptable manner
3. Be aware of the association's duty of care to all customers
4. Perform executive duties in good faith with skill, honesty, care and diligence
5. Be responsible and scrupulous in the proper use of SWIN information, funds, equipment and facilities
6. Do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in any environment linked to the business and operations of SWIN
7. Accept full responsibility and accountability for your own decisions and actions
8. Avoid apparent conflicts of interest, promptly disclosing amongst the SWIN Executive, any interest which may constitute a conflict of interest
9. Promote the interests of SWIN
10. Ensure the rules, objects, aims, decisions and by-laws of the association are respected and observed at all times
11. Understand the requirements of Queensland's Incorporation laws and the organisation's constitutional requirements and associated responsibilities
12. Ensure there is free and open two-way communication throughout the association

2.2 Employees and contractors

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in a professional, ethical and socially acceptable manner
3. Perform duties in good faith with skill, honesty, care and diligence
4. Be responsible and scrupulous in the proper use of SWIN information, funds, equipment and facilities
5. Do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in any environment linked to the business and operations of SWIN
6. Accept full responsibility and accountability for your own decisions and actions
7. Implement official decisions and comply with any lawful and reasonable directions given to you by anyone who has authority to give the direction
8. Any employee or contractor, who in good faith, raises a complaint or discloses an alleged breach of SWIN's codes of conduct or any other policy, whilst following correct reporting procedures, will not be disadvantaged or prejudiced. All reports will be dealt with in a timely and confidential manner

2.3 Indigenous Community Sport and Recreation Officers (ICSROs)

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in a professional, ethical and socially acceptable manner
3. Perform duties in good faith with skill, honesty, care and diligence
4. Do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in any environment linked to the business and operations of SWIN
5. Be reasonable in your demands on participants' time, energy and enthusiasm
6. Ensure that the time participants spend with you is a positive experience. All participants are deserving of equal attention and opportunities
7. Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of participants
8. Show concern and caution towards sick and injured participants
9. Obtain appropriate qualifications and keep up to date with the latest coaching practices and principles

10. Any physical contact with a young person should be appropriate to the situation and necessary for the participant's skill development and/or safety
11. Modify rules and regulations to match the skill levels and needs of all participants
12. Compliment and encourage all participants
13. Condemn unsporting behaviour and promote respect for all opponents
14. Be a good sport yourself. Actions speak louder than words
15. Place the safety and welfare of program participants and athletes above all else

2.4 Volunteers

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in a professional, ethical and socially acceptable manner
3. Perform volunteer duties in good faith with skill, honesty, care and diligence
4. Do not display or transmit, or cause to be displayed or transmitted, offensive and/or inappropriate material or messages in any environment linked to the business and operations of SWIN
5. If assisting with program delivery, any physical contact with a young person should be appropriate to the situation and necessary for the participant's skill development and/or safety
6. Place the safety and welfare of program participants and athletes above all else

2.5 Acceptable behaviour test

As this code cannot address every situation with which SWIN personnel may be faced, personnel may ask themselves some or all of the following questions to test whether their behaviour and conduct is within the requirements of these codes:

1. Is this action legal?
2. Will this action be in the best interest of SWIN, its customers and partners?
3. Do I have all the information to make an informed, responsible decision?
4. Is this action consistent with the organisation and its policies?
5. Do I think this is the right thing to do? If not, why not?
6. Would other people think this is the right thing to do? If not, why not?
7. What will be the consequences for our organisation, my colleagues and for me?
8. Can I justify my actions?
9. What will happen if this matter becomes public, for example, in the media?
10. Would I like to be spoken to or treated in this way?

3 Small grants funding recipients and families

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in an ethical and socially acceptable manner
3. Abide by all requirements and provisions of the SWIN small grants program
4. Treat all SWIN personnel, program coordinators, volunteers, officials, teammates and opponents as you like to be treated

4 Program participants and athletes

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in an ethical and socially acceptable manner
3. Participate for your own enjoyment and benefit, not to please your parents or anyone else
4. Always play by the rules
5. Never argue with a program coordinator, volunteer or official
6. Control your temper. Verbal abuse of coordinators, volunteers or officials, sledging other participants or players or deliberately distracting or provoking an opponent are not acceptable or permitted behaviours in any sporting activity
7. Be a good sport and don't be over-competitive
8. Treat all participants as you like to be treated. Do not bully or take unfair advantage of another participant
9. Cooperate with program coordinators, volunteers, officials, teammates and opponents. Without them, there would be no sporting activity

5 Parents

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in an ethical and socially acceptable manner
3. Remember that children participate in sporting activities for their enjoyment, not yours
4. Encourage children to participate, do not force them
5. Focus on your child's efforts and performance, rather than winning or losing
6. Encourage children to play according to the rules and to settle disagreements without resorting to hostility or violence
7. Never ridicule or yell at a child for making a mistake
8. Remember that children learn best by example. Appreciate good performance by all participants
9. Support all efforts to remove verbal and physical abuse from sporting activities
10. Respect the decisions of coordinators, volunteers and officials and teach children to do the same
11. Show appreciation for coordinators, volunteers and officials. Without them, your child could not participate

6 Spectators

1. Behave in a way that upholds the core values and good reputation of SWIN
2. At all times conduct yourself in an ethical and socially acceptable manner
3. Remember that participants get involved in sporting activities for their enjoyment, not yours
4. Applaud good performance and effort from all individuals. Congratulate all participants, regardless of the outcome of the activity
5. Never ridicule or yell at a participant for making a mistake. Positive comments are motivational
6. Condemn the use of violence in any form
7. Encourage all players to follow any rules
8. Do not use foul language, sledge or harass participants, coordinators, volunteers or officials
9. 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 any SWIN personnel are present, ask for their assistance
10. Report any inappropriate behaviour to SWIN personnel
11. Call the police if you are concerned for your safety or the safety of others