



CODE OF CONDUCT

PURPOSE

This Code of Conduct is issued by the Board under clause 12.2 of the APDA Limited Constitution approved in October 2018, for the purposes of outlining the minimum standards of conduct for anyone involved with APDA Ltd.

OBJECTIVES

The objectives of these Rules are to:

- a) Ensure consistent and appropriate standards of behaviour for everyone involved in APDA, to promote a safe and harmonious environment across APDA Ltd.
- b) ensure that the Board and Management of APDA Ltd have appropriate discretion to take decisions regarding the conduct of those involved with APDA, in the best interests of APDA Ltd.

APPLICATION

The Code of Conduct applies to everyone involved in APDA, including individual members, teachers (registered or assistant), parents and guardians of members, officials and administrators, judges and volunteers.

This document is for general publication, although if you are referring to a downloaded or printed version of the policy you should check that you have the most recent version.

REFERENCES

This document is to be read in conjunction with:

- a) APDA Individual Member Rules
- b) APDA Teachers Rules
- c) APDA Social Media Policy
- d) APDA Competition Rules
- e) APDA Ltd Constitution

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CC1 – General rules for everyone

- a) Act within the rules and the spirit of the rules of APDA at all times.
- b) Promote fair play, equality, and friendships over winning at any cost.
- c) Encourage and support opportunities for people to learn appropriate behaviours and skills.
- d) Support opportunities for participation in all aspects of APDA.
- e) Show respect and courtesy for all involved in APDA.
- f) Respect the decisions of judges, officials, teachers, administrators, APDA Management and Board.
- g) Where practical, avoid unaccompanied and/or unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.

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- h) Display appropriate and responsible behaviour in all interactions.
- i) Display responsible behaviour in relation to alcohol and other drugs, noting that all APDA events (including classes and competitions) are alcohol-free events.
- j) Ensure your actions and decisions contribute to a safe and harassment-free environment.
- k) Do not tolerate abusive, bullying, or threatening behaviour.

CC2 – Individual members

- a) Give your best at all times.
- b) Participate for your own enjoyment and benefit.
- c) Abide by the rules (including competition rules, individual member rules, and social media policy), and show respect for your fellow club members, other competitors, teachers, judges and officials.
- d) Be a positive ambassador for your club and APDA by encouraging everyone and being respectful to the people you meet at physie.
- e) Demonstrate good sportsmanship, and respect the decisions of judges and officials.

CC3 – Teachers

- a) Place the safety and welfare of all individual members above all else.
- b) Help each individual member to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback, and respect the wishes of members who participate for fun and fitness rather than competition.
- c) Obtain appropriate qualifications where possible, and keep up to date with the latest teaching practices, and the principles of growth and development of young members.
- d) Maintain the 'working with vulnerable people' clearance required by the State or Territory legislation that applies to your club.
- e) Know and understand the rules of APDA, including competition rules, and abide by them at all times.
- f) Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development (or necessary for a person's safety, having regard to the situation).
- g) Model appropriate, positive, respectful behaviour towards individual members, competitors, teachers, judges and officials, and parents/guardians of members, regardless of their club.
- h) Ensure that your behaviour is always at a standard that justifies your position of influence within APDA and your club, and that you present as a good ambassador for APDA and your club at all times.

CC3 – Judges

- a) Uphold the highest standards of integrity, honesty, confidentiality and equality at all times.
- b) Ensure that your behaviour is always at a standard that justifies your position of influence within APDA.

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- c) Declare real and potential conflicts of interest to APDA when being considered for judging appointments.
- d) Undertake the required initial and ongoing training required for APDA judges, and volunteer your time to judge where possible to maintain and improve your judging abilities.
- e) Judge in accordance with ADPA judging guidelines, ensuring that you judge consistently, impartially and objectively when making decisions, and that your judging does not discriminate based on irrelevant factors such as race, cultural background, sexuality or religion.

CC4 – Officials and administrators

- a) Ensure quality supervision and instruction for all individual members of APDA, having regard to the welfare and safety of all members.
- b) Support teachers, judges and officials to improve their skills and competencies.
- c) Act honestly, in good faith and in the best interests of APDA Ltd as a whole.
- d) Ensure that information obtained in your official role for APDA Ltd is used for proper purposes, and that you do not gain improper advantage for yourself or others because of your official role. Comply with APDA guidelines on conflict of interest.
- e) Conduct your role and undertake your responsibilities with due care, diligence and competence.
- f) Ensure your behaviour is always at a standard that justifies your position of influence within APDA.

CC5 – Parents and guardians

- a) Encourage your child to participate, do their best, and have fun.
- b) Focus on your child's effort and performance, rather than winning or losing.
- c) Never ridicule or yell at a child for making a mistake or for not achieving a particular result in a competition.
- d) Model appropriate behaviours and sportsmanship, including respect for other competitors and students, members and spectators from other clubs, and APDA teachers, officials and judges.
- e) Ensure that you and your child comply with APDA rules, including competition rules, social media policy, and spectators' code of conduct.
- f) Report instances of inappropriate behaviour within your club or APDA to appropriate officials (including competition officials, or in accordance with APDA's Dispute Resolution policy).
- g) Respect the decisions, actions and efforts of your child's teacher, judges and officials.



CC6 - What happens if you don't comply with this Code of Conduct?

It is a condition of ongoing membership with APDA (as an individual member, teacher) that you comply with this Code of Conduct. Failure to meet the minimum standards of behaviour outlined here might have a range of consequences, including:

- a) You might be issued with a formal warning or reminder about appropriate conduct;
- b) You might be asked to issue an apology to another person, if your inappropriate conduct has affected them negatively;
- c) You might be removed from a position with APDA (for example, a role as an official or volunteer);
- d) You might be excluded from APDA events, including competitions (either as a spectator or as a competitor);
- e) In the most serious of cases, your registration with APDA might be suspended or terminated, in accordance with the Individual Member Rules or Teachers Rules, as relevant.

Other consequences may be applied, depending on the nature and seriousness of the matter and the impact on APDA and its members.

Note: It is important to remember that, if you are a parent or guardian responsible for the registration of a member under the age of 18, your conduct might result in sanctions for your child. For example, if you demonstrate inappropriate behaviour towards others at APDA events, both you and your child may be excluded from events or competitions.

CC7 – How does APDA decide whether there has been a breach of the Code of Conduct, and how does APDA decide what to do if there is a breach?

A complaint or allegation of inappropriate behaviour can be made in accordance with the APDA Dispute Resolution Policy, and any complaints or allegations will be dealt with in accordance with that policy.

The Dispute Resolution Policy sets out how a matter will be investigated, what you would be told while a matter is under investigation (if you are the subject of a complaint or allegation), and how a matter might be resolved (noting the potential consequences outlined at rule CC6 in this policy).

It is important to note that, wherever this Code of Conduct or the Dispute Resolution Policy require decisions about whether or not behaviour is appropriate, and what sanction to apply for breaches, the APDA Board and Management team will make decisions that are considered to be in the best interests of APDA as a whole. The Board and Management team have discretion to take into account whatever information is considered necessary to support a decision being made in the best interests of ADPA.