



Code of Conduct

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1. Overview

Cranbourne Little Athletics Centre (CLAC) is committed to the highest level of integrity and ethical standards in all our practices. Our Executive Team and Committee, athletes and members are representatives of Cranbourne Little Athletics Centre and must conduct themselves in a manner consistent with current community and Centre standards and in compliance with all relevant legislation.

CLAC expects its representatives to behave and conduct business in a manner consistent with our core values.

2. Scope

CLAC expects all members to comply with the Code of Conduct. Appropriate action may be taken in the case of any breaches of the Code of Conduct.

CLAC, in conjunction with Little Athletics Victoria, will ensure that all athletes, coaches, spectators, parents, officials and administrators are not prone to sexual abuse, neglect, physical abuse or emotional abuse. They will ensure that all persons are included, protected and not discriminated against in any manner.

3. Your Obligations

3.1 Parents' Code of Conduct

- Encourage children to participate if they are interested. However, if a child is not willing, do not force him or her.
- Focus upon the child's efforts rather than the overall outcome of the event. This assists the children in setting realistic goals related to his/her own ability by reducing the emphasis on winning.
- Teach children that an honest effort is as important as victory, so that the result of each event is accepted without undue disappointment.
- Encourage children to always participate according to the rules.
- Never ridicule or yell at a child for making a mistake or losing an event.
- Remember children are involved in Little Athletics for their enjoyment, not yours.
- If you disagree with an official, raise the issue through the appropriate channels rather than questioning the official's judgement and honesty in public. Remember, most officials give their time and effort for your child's involvement.
- Support all efforts to remove all verbal and physical abuse at Little Athletics activities.
- Recognise the value and importance of being a volunteer official and/or coach. They give their time and resources to provide recreational activities for the children and deserve your support.
- Demonstrate appropriate social behaviour, by not harassing athletes, parents, coaches or officials, smoking on the arena or being intoxicated.
- Avoid use of bad language.

3.2 Spectators' Code of Conduct

- Remember that children participate in Little Athletics activities for fun. They are not participating for the entertainment of spectators, nor are they miniature professionals.
- Applaud good performances and efforts from each athlete.
- Congratulate all participants upon their performance regardless of the event outcome.
- Respect the official's decisions. If there is a disagreement, follow the appropriate procedure in order to question the decision and teach the children to do likewise.
- Never ridicule or scold a child for making a mistake during a competition. Positive comments are motivational.
- Condemn the use of violence in any form, be it by spectators, coaches, officials or athletes.
- Show respect for each participant. Without them there would be no events.
- Encourage athletes to follow the rules and the official's decisions.
- Demonstrate appropriate social behaviour by not harassing athletes, parents, coaches or officials, smoking on the arena or being intoxicated.



3.3 Committee members Code of Conduct

- Be familiar with and comply with all policies and procedures;
- Be aware of, and comply with, all laws and regulations relating to the Centre;
- Perform duties in a professional manner;
- Act with integrity and objectivity and strive to enhance the Centre's reputation and performance;
- Be aware of and avoid any actual or perceived conflicts of interest;
- Ensure that any property and assets owned or leased by CLAC that are under their control are protected from loss, theft and unauthorised use and remain fit for the purpose for which they were acquired;
- Respect and protect the privacy of others and not discuss or disclose confidential information without the relevant permission;
- Not use the CLAC's name or purchasing power to obtain personal discounts or rebates unless the discounts or rebates are made available to all members;
- Protect the integrity of the information, reports and records under their control and exercise the highest standard of care in preparing materials for public communications;
- Act in a manner which is consistent with and upholds the integrity of CLAC; and
- Seek guidance and undertake training when unsure about obligations.

4. Reporting channels

You are encouraged to report to a Committee member any genuine behaviour or situation which you believe breaches or potentially breaches the Code of Conduct, CLAC policies or the law.

Alternatively, you can report unacceptable behaviour to the CLAC Secretary.

If you wish to report a breach or potential breach anonymously, you may provide a detailed report to Secretary:

- By email to cranbourne@lavic.com.au or;
- By post to the Centre's address published on the contact page of the Centre's website.

CLAC is committed to ensuring that you are not disadvantaged or discriminated against for reporting unacceptable behaviour in good faith.

5. Investigations

Preliminary investigations of reported breaches are administered by a delegate of the Executive Committee.

If a breach of the Code of Conduct is found to have occurred, a formal investigation process is administered by the Executive Committee member in consultation with a relevant committee member. In the investigation process, all members are expected to cooperate with the directions of the Executive member.

6. Consequences of breaching the Code

CLAC expects that any breach of the Code of Conduct will be inadvertent and without intent, however it should be clearly understood that any breach may result in disciplinary action or other penalties including, in extreme circumstances, expulsion from the Centre. CLAC will act objectively and in accordance with any applicable provisions or requirements in a membership.

CLAC reserves the right to inform the appropriate authorities where it is considered that there has been criminal activity or an apparent breach of the law.



7. Further information

The Code of Conduct does not include every ethical issue that a member might face; nor every law and policy that applies to CLAC.

In representing CLAC you are expected to act in a manner consistent with the key values underpinning the Code, namely:

- Our dealings with members, spectators, suppliers and other stakeholders must be governed by the highest standards of honesty, integrity and fairness;
- Our decisions must be made in accordance with the spirit and letter of applicable law; and
- Our business must be conducted honestly and ethically, with our best skills and judgment, and for the benefit of members, athletes, and spectators, alike.

If you have any questions regarding the Code of Conduct or any of the CLAC's policies at any time, you should contact the Secretary.

8. Miscellaneous

CLAC may amend any of its policies at any time at its absolute discretion. These policies will be updated and available on the relevant sites. Members must ensure that they regularly familiarise themselves with any changes to policies from time to time.