

Code of Conduct Policy

Special Olympics Australia

Policy Name: Code of Conduct Policy
Date of Approval: February 1, 2023
Policy Coverage: Conduct Expectations, excluding Prohibited Conduct not covered by the National Integrity Framework or, Sport Integrity Australia has determined that the matter is best handled under a non- National Integrity Framework policy.
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Complaints

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1. Background

- 1.1. Special Olympics Australia is committed to promoting and strengthening the positive image of Special Olympics and its Participants and to ensuring that everyone involved with Activities and Special Olympics Programs are treated with respect and dignity.
- 1.2. This Code of Conduct aims to ensure that everyone involved with Activities and Special Olympics Programs are aware of the standards of behaviour expected of them and the mechanism for dealing with any conduct that is alleged to breach the Code of Conduct.
- 1.3. This Code of Conduct:
 - (a) Sets out expected standards of behaviours;
 - (b) Prescribes Prohibited Conduct;
 - (c) Can be adopted at the Special Olympics Australia and Member Organisation level without amendment; and
 - (d) Does not cover conduct and disciplinary matters arising under policies that form part of the Special Olympics Australia National Integrity Framework.
- 1.4. The Special Olympics Australia National Integrity Framework does not apply to this Code of Conduct but sits alongside it. Where a provision is inconsistent with the Special Olympics Australia National Integrity Framework, the Special Olympics Australia National Integrity Framework will apply to the extent of that inconsistency.
- 1.5. This Code of Conduct is underpinned by the following core values of Special Olympics Australia:
 - (a) Respect – seek to understand before being understood and communicate in a polite manner at all times;
 - (b) Trust – acknowledge your skills and the skills of others and participate in discussion, then trust and support the decision; and
 - (c) Sportsmanship – know the rules and play by them and celebrate each other's successes.

2. Definitions

In this Code of Conduct the following words have the corresponding meaning:

Activity means a contest, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, sanctioned or organised by a Sport Organisation.

Authorised Provider means any non-Member organisations authorised to conduct Activities.

Club means a group of people formed for the purpose of carrying on Activities in the spirit of the Special Olympics and operating under the charter approved by the Special Olympics Australia Board from time to time.

Code of Conduct means this Code of Conduct.

Member means any organisation or person admitted as a member of Special Olympics Australia under clause 12 of the Special Olympics Australia Constitution.

Member Organisation means a Club or State Committee admitted to Special Olympics Australia as a Member under clause 12 of the Special Olympics Australia Constitution.

National Integrity Framework (NIF) means the set of “National Integrity Framework” integrity policies produced by Sport Integrity Australia from time to time.

Participant means:

- (a) Athletes who are registered with a Sport Organisation or entitled to participate in an Activity;
- (b) Coaches appointed to train an athlete or Team in an Activity;
- (c) Administrators who have a role in the administration or operation of a Sport Organisation, including owners, directors, committee members or other persons;
- (d) Officials including referees, umpires, technical officials, or other officials appointed by a Sport Organisation or any competition, series or Team sanctioned by a Sport Organisation;
- (e) Support Personnel who are appointed in a professional or voluntary capacity by a Sport Organisation or any competition, series or Team sanctioned by a Sport Organisation including sports science sports medicine personnel, team managers, agents, selectors, and team staff members; and
- (f) Parents/carers and spectators who are subject to registration conditions or venue conditions of entry that bind them under this Code of Conduct.

Prohibited Conduct means the conduct proscribed at clause 5 of this Code of Conduct.

Relevant Organisation means any of the following organisations:

- (a) A Sport Organisation;
- (b) An Authorised Provider;
- (c) A Team; and
- (d) Any other organisation that has agreed to be bound by this Code of Conduct.

Relevant Person means any of the following individuals:

- (a) An individual registered as a member of a Sport Organisation;
- (b) A Participant;
- (c) An employee employed by a Sport Organisation or an Authorised Provider;
- (d) A contractor engaged directly or via an organisation to provide services for or on behalf of a Sport Organisation or an Authorised Provider;

- (e) A volunteer engaged by a Sport Organisation or an Authorised Provider in any capacity who is not otherwise an employee or contractor, including directors and office holders, officials, administrators and Team and support personnel; and
- (f) Any other individual who has agreed to be bound by this Code of Conduct.

Special Olympics Australia means Special Olympics Australia (ACN 050 738 728).

Special Olympics Program means the delivery of Activities for persons with an intellectual disability/ies in a designated geographical location by a Member or Special Olympics Australia.

Sport Organisation which Special Olympics Australia and each Member Organisation that has adopted this Code of Conduct.

State Committee means a group of individuals formed as a committee pursuant to, and operating under, applicable terms of reference approved by the committee members from time to time.

Team means any collection or squad of athletes who compete and/or train in an Activity.

3. Jurisdiction

3.1 To whom the Code of Conduct applies

The Code of Conduct applies to:

- (a) Relevant Persons; and
- (b) Relevant Organisations.

3.2 When the Code of Conduct applies

- (a) All Relevant Persons and Relevant Organisations to which this Code of Conduct applies must comply with this Code of Conduct (while they are a Relevant Person or Relevant Organisation):
 - (i) In relation to any dealings they have with Relevant Organisations or their staff, contractors and representatives;
 - (ii) Wherever there is a recognised Activity or Relevant Organisation connection, including participation in Activities and on social media where there is such a connection;
 - (iii) When dealing with other Relevant Persons or Relevant Organisations in their capacity as a Relevant Person or Relevant Organisation; and
 - (iv) In relation to their membership or standing as a Relevant Person or Relevant Organisation in general.
- (b) Where there is no direct or indirect link other than the fact that one or more parties are Relevant Persons or Relevant Organisations, interactions (including social media interactions) involving one or more Relevant Persons or Relevant Organisations are not within the scope of this Code of Conduct.

- (c) Where the Relevant Organisation determines, in its absolute discretion, that the alleged Prohibited Conduct would be more appropriately dealt with under a different policy, it may refer the alleged Prohibited Conduct for determination under that other policy.
- (d) If the alleged Prohibited Conduct also constitutes Prohibited Conduct under a Special Olympics Australia NIF policy, the Relevant Organisation will manage that alleged Prohibited Conduct under that policy unless and until it is determined that the matter should be managed as Prohibited Conduct under this Code of Conduct.

4. Expected Behaviours

Relevant Persons and Relevant Organisations must:

- (a) Comply with any relevant stakeholder group expected behaviours set out in Schedule 1;
- (b) Act and operate within the rules and spirit of the Special Olympics, Special Olympics Australia and the Activities;
- (c) Support the aims and objectives of Special Olympics Australia;
- (d) Be ethical, considerate, fair and honest in all dealings with other people and organisations;
- (e) Act with honesty, integrity and objectivity and be accountable for their own behaviour and actions;
- (f) Treat each person as an individual;
- (g) Maintain appropriate, professional relationships with other Relevant Persons at all times;
- (h) Accept and respect the authority and decisions of Officials and not use offensive language or behaviour, show unnecessary dissension, displeasure or disapproval towards an Official, whether on or off the field of play;
- (i) Treat all Relevant Organisation representatives and other stakeholders with courtesy, respect, dignity and have proper regard for their rights and obligations;
- (j) Comply with Sport Organisation policies and procedures at all times irrespective of your personal view of the policy or procedure;
- (k) Support child-safe policies and procedures;
- (l) Act responsibly in relation to smoking and drinking at Activities;
- (m) Safeguard, protect and respect Special Olympics Australia and Sport Organisation property and resources;
- (n) Act with care and diligence to safeguard the health and safety of themselves, Relevant Organisation representatives and ensure their decisions and actions contribute to a safe environment and provide a safe environment for the conduct of Activities;
- (o) Not engage in conduct that is defined as Prohibited Conduct under any policy of the Special Olympics Australia National Integrity Framework, namely:
 - (i) The Special Olympics Australia National Integrity Framework document;
 - (ii) The Special Olympics Australia Member Protection Policy;

- (iii) The Special Olympics Australia Child Safeguarding Policy;
- (iv) The Special Olympics Australia Competition Manipulation and Sport Wagering Policy; and
- (v) The Special Olympics Australia Improper Use of Drugs and Medicine Policy;

Prohibited Conduct under the Special Olympics Australia NIF includes, without limitation:

- Abuse, bullying, harassment, sexual misconduct, unlawful discrimination, victimisation or vilification;
- Child abuse, grooming, misconduct with a child, failure to comply with child safe practices or with relevant obligations under child protection legislation including obligations relating to reporting, recruitment/screening and working with children checks;
- Improper manipulation of the result or course of an Activity or betting on an Activity;
- Inappropriate disclosure of inside information;
- Use, possession or trafficking of illegal drugs; and
- Non-compliance with certain requirements relating to medications, injections and supplements.

Relevant Persons and Relevant Organisations should refer to the Special Olympics Australia NIF policies for a full list of Prohibited Conduct captured by the Special Olympics Australia NIF and detailed descriptions of such Prohibited Conduct.

- (p) Respect and protect confidential information obtained through Activities, whether regarding individuals or organisational information;
- (q) Not engage in behaviour that is:
 - (i) drunk and disorderly;
 - (ii) public or domestic violence;
 - (iii) continued or unreasonable disruption of Relevant Organisation representatives performing their duties; or
 - (iv) unlawful or unsafe;
- (r) Not undertake any behaviour prohibited by a venue's ticketing or entry conditions, at, in or around that venue at which an Activity is taking place;
- (s) Not behave in a manner that creates a public nuisance and/or disturbance within or around a venue at which an Activity is taking place;
- (t) Comply with all reasonable directions of, and accept all decisions of, Relevant Organisation representatives; and
- (u) Not be in the possession or under the influence of an illegal drug, at, in or around a venue at which an Activity is taking place.

5. Prohibited Conduct

A Relevant Person commits a breach of this Code of Conduct when they:

- (a) Conduct themselves in any manner, or engage in any activity whether before, during or after an Activity that would impair public confidence in the safe and orderly conduct of the Activity;
- (b) Engage in any conduct or Activity including, without limitation, making public comment (including on social media) which:
 - (i) brings a Relevant Organisation, a Relevant Person or an Activity into disrepute; or
 - (ii) is or could be harmful to the interests of a Relevant Organisation or Activity;
- (c) Make improper use of information acquired by virtue of their position in a Relevant Organisation or in any team selected by a Relevant Organisation or their relationship with a Relevant Organisation to gain, directly or indirectly, an advantage for themselves or for any other person or to cause detriment to a Relevant Organisation; or
- (d) Do not comply with any of clauses 4(p) through 4(u), inclusive.

6. Conduct and Disciplinary Policy

Subject to clause 3.2(d), the Special Olympics Australia Conduct and Disciplinary Policy applies to any alleged Prohibited Conduct under this Code of Conduct.

SCHEDULE 1: Stakeholder Group Expected Behaviours

Athletes

- (a) Play by the rules;
- (b) Respect yourself and others;
- (c) Participate in Activities for your own enjoyment and benefit;
- (d) Give your personal best at all times; and
- (e) Present yourself in a neat and professional manner.

Coaches, Volunteers and Officials

- (a) Understand your role and responsibilities and ensure you deliver on them;
- (b) Be a positive role model;
- (c) Place the safety and welfare of athletes above all else;
- (d) Resolve conflicts fairly and promptly through established procedures;
- (e) Conduct Club responsibilities with due care, competence and diligence; and
- (f) Present yourself in a neat and professional manner.

Administrators

- (a) Provide services to athletes, volunteers and other members in an appropriate and effective manner, acting promptly on any complaints in line with relevant Special Olympics Australia or Sport Organisation policies; and
- (b) Present yourself in a neat and professional manner.

Families, Carers and Supporters

- (a) Remember that sport is for the enjoyment of athletes;
- (b) Focus on personal best performance, rather than winning or losing a competition;
- (c) Positively support athletes in all Activities;
- (d) Model positive behaviours;
- (e) Not pressure athletes in any way; and
- (f) Respect and appreciate volunteers and those who give up their time to enable Activities to happen.