

Archery Victoria Guidance Note			
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Code of Conduct for Administrators

Guidance Note Intent

Archery Victoria has adopted the National Integrity Framework (NIF) in regard to conduct of its, administrators, officials, coaches, members and visitors.

The NIF is designed to assist with creating a safe and fair sporting environment for all, by setting out rules about behaviours that are unacceptable in Sport. Behaviours defined as Prohibited Conduct or Unacceptable Behaviour are outlined in the Archery Victoria Member Protection Policy.

This document and the Safeguarding Children and Young People Code of Conduct are designed to give guidance on acceptable behaviour of Archery Victoria Board, Club Administrators and Club Officials when involved in any activity held by or under the auspices of Archery Victoria and/or its Affiliated Clubs.

1. Board Members

- Board members should act honestly, in good faith, and in the best interests of Archery Victoria.
- Respect the rights and worth of every person associated with the Archery Victoria, regardless of age, race, gender, ability, cultural background, sexual orientation, or religion.
- Maintain the confidentiality of Archery Victoria information and not disclose it inappropriately.
- Represent Archery Victoria professionally and avoid any actions that could damage Archery Victoria's reputation.
- Avoid situations where personal interests might conflict with the best interests of Archery Victoria, and disclose any potential conflicts.
- Adhere to all Archery Victoria or Archery Australia policies, procedures, and legal requirements.
- Be accountable for their actions and decisions, and ensure transparency in Archery Victoria governance.
- Prioritize the safety and wellbeing of all members and visitors.
- Be consistent, impartial, and objective when making decisions.
- Communicate effectively with stakeholders, including members, volunteers, and other relevant parties.
- Address any disputes or conflicts in a fair and timely manner.
- Respect Archery Victoria's equipment and resources and use them responsibly.
- Make ethical decisions that are in the best interests of Archery Victoria and its members.
- Promote good sporting behaviour and fair play, both on and off the field.
- Reject and have zero tolerance towards any form of harassment, bullying, or discrimination.
- Be professional in your conduct, language, presentation, manners, and punctuality and accept responsibility for your actions.

2. Club Administrators and Officials

- Club Administrators and Officials should act honestly, in good faith, and in the best interests of the Club.
- Respect the rights and worth of every person associated with the Archery Victoria, regardless of age, race, gender, ability, cultural background, sexual orientation, or religion.
- Maintain the confidentiality of Club information and not disclose it inappropriately.
- Represent Archery Victoria and the Club professionally and avoid any actions that could damage Archery Victoria's or the Club's reputation.
- Avoid situations where personal interests might conflict with the best interests of Archery Victoria or the Club, and disclose any potential conflicts.
- Adhere to all Archery Victoria, Archery Australia and the Club's policies, procedures, and legal requirements.

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- Be accountable for their actions and decisions, and ensure transparency in Club governance.
 - Prioritize the safety and wellbeing of all members and visitors.
 - Be consistent, impartial, and objective when making decisions.
 - Communicate effectively with stakeholders, including members, volunteers, and other relevant parties.
 - Address any disputes or conflicts in a fair and timely manner.
 - Respect the Club's equipment and resources and use them responsibly.
 - Make ethical decisions that are in the best interests of Archery Victoria, the Club and its members.
 - Promote good sporting behaviour and fair play, both on and off the field.
 - Reject and have zero tolerance towards any form of harassment, bullying, or discrimination.
 - Be professional in your conduct, language, presentation, manners, and punctuality and accept responsibility for your actions.

3. Archery Victoria Members

- Respect the rights, dignity and worth of Archery Victoria Board, Clubs Administrator and Officials, fellow members, coaches, and visitors.
- Refrain from conduct, which could be regarded as Prohibited Behaviour (as defined in 0501 Member Protection Policy) towards fellow members, Archery Victoria and Club officials, coaches, judges and visitors.
- Reject and have zero tolerance towards any form of harassment, bullying, or other Prohibited Behaviour.
- Respect the skills of fellow archers or competitors.
- Care for and respect any equipment provided to you as part of any Club or Archery Victoria program.
- Be professional in your conduct, language, presentation, manners, and punctuality and accept responsibility for your actions.
- Maintain high personal behaviour standards at all times.
- Abide by the rules and respect the decision of Officials. Make all appeals through the formal process and respect the final decision.
- Cooperate with Archery Victoria Coaches and Officials in development of programs to adequately prepare you for competition at the highest level.

6. Breaches of the Code of Conduct

6.1 The Victorian Government has legislated serious punishments for breaches of some of the behaviours outlined in the Archery Victoria Member Protection Policy. Depending on the seriousness of the breach the Victorian Police may lay charges.

6.2 Behaviours that have less serious consequences will be dealt with by Archery Victoria following the Complaints, Disputes and Discipline Policy. Substantiated allegations of breaches of any of Archery Victoria's Codes of Conduct may attract sanctions imposed by Archery Victoria.

Sanctions may include:

- Counselling of the person.
- Issuing a formal written warning.
- Imposing a ban on the person, player, official or spectator.
- Denying membership to the person, player or official.
- In rare and serious cases, where a breach of the Code constitutes unlawful behaviour, it may be necessary to involve the Police.