

# CODES OF CONDUCT

Kalamunda Rangers Inc. aims to promote and strengthen the reputation of the Club and the sports we offer by establishing a standard of performance, behaviour and professionalism for all its members.

This Code of Conduct may be supplemented by additional Codes of behaviour or ethics, provided they are not inconsistent with the terms of this Code.

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All members should be aware that violations of the Codes of Conduct can result in disciplinary action being taken.

Parents should be aware that the consequences of any breach by them of the Codes of Conduct may also be applied to their child/ren (see Clause 6.7).

# 1. GENERAL MEMBERSHIP CODE OF CONDUCT

- 1.1 A member must not bring the Club into Disrepute.
- 1.2 Without limiting the generality of Clause 1.1, a Member will be taken as having brought the Club into Disrepute if any of the following occurs:
- a. discriminatory behaviour, including public disparagement of, discrimination against, or vilification of, a person on account of an attribute;
  - b. harassment, including sexual harassment or any unwelcome sexual conduct which makes a person feel offended, humiliated and/or intimidated where that reaction is reasonable in the circumstances;
  - c. offensive behaviour, including offensive, obscene or insulting gestures, language or chanting;
  - d. incitement of hatred or violence;
  - e. spectator or crowd violence;
  - f. intimidation of Club Officials and/or Match Officials, including the use of violence or threats to pressure a Club Official and/or Match Official to take or omit to take certain action;
  - g. forgery and falsification, including creation of a false document, forgery of a document or signature, the making of a false claim or providing inaccurate or false information on a prescribed form;
  - h. corruption, including offering a Benefit or an advantage to a Player or an Official in an attempt to incite him or her to violate Club Constitution, Club Codes of Conduct, game rules;
  - i. abuse of position to obtain personal benefit;
  - j. commission or charge of a criminal offence;
  - k. public statements, including but not limited to any contribution to radio or print media, that:
    - i. is disparaging of a Club Official, Match Official, opposition team or any Player or Team Official;
    - ii. is disparaging or critical of the Club, or Club policy decision, without reasonable basis or justification; or
    - iii. comment on any matter that is the subject of a current issue before the Complaints Committee (including on appeal); or
  - l. any other conduct, behaviour or statement that materially injures the reputation and goodwill of Kalamunda Rangers Inc. generally.
- 1.3 The Club is responsible, and liable, for the conduct and behaviour of its
- a. office bearers;
  - b. officials;
  - c. players;
  - d. members; and
  - e. supporters
- at, or in the vicinity of any game or event in which our Club is engaged or is in attendance.
- 1.4 Players and Officials are entitled to have their privacy respected and this Code is not intended to apply to private activities engaged in by a Member that are not in the public domain.
- 1.5 In any instance of misconduct, provocation used as an excuse for retaliation will not be accepted as an adequate explanation of, or excuse for, the unacceptable behaviour.
- 1.6 All members shall maintain their financial balance in credit with the Club.
- 1.7 All members (players and/or family) are required to assist in various duties over the season on a rostered basis.

## 2. PLAYERS' CODE OF CONDUCT

- 2.1 Learn the Rules of the game and ensure you play within them.
- 2.2 Be a good sport. Respect your opponents and applaud all good plays whether they are by your team or the opposition.
- 2.3 Players must wear correct Club uniform, including footwear, hats and be suitably attired.
- 2.4 Treat all players as you would like to be treated. Respect the rights, dignity and worth of all participants, regardless of their gender, ability, cultural background or religion.
- 2.5 Verbal abuse or physical interference of Officials or other players, deliberately distracting or provoking an opponent is not acceptable or permitted in any sport.
- 2.6 Never argue with an Umpire, other players, Coaches or Officials. If you have a problem, discuss it with your Coach and allow them to take the necessary action.
- 2.7 Strive to play to the best of your ability at all times, both at training and during games.
- 2.8 Respect the time and efforts put in by your Coaches and Officials. They deserve your full support and commitment.
- 2.9 Encourage your team mates even when they make mistakes. Remember every player makes errors and has off days. Never ridicule opponents or team mates.
- 2.10 Accept that you will be required to take a turn on the bench. When on the bench, encourage your team and be prepared to play at all times.
- 2.11 Respect your opponents and appreciate their good play. Without opposition you would not be able to play the game.
- 2.12 Play for the fun of it and to improve your skills, not just to please Parents and Coaches. Winning is not everything!
- 2.13 Respect the equipment provided for your use. Equipment is very expensive and should be used responsibly. Abuse of equipment will not be tolerated.
- 2.14 Always think of safety to avoid injuries to yourself and others.
- 2.15 No alcohol or cigarettes at training or any games on the diamond or bench. We are a cigarette, alcohol and drug free sport.
- 2.16 Foul language of any sort will not be tolerated.
- 2.17 Players must maintain their obligations to their club teams at both training and games. Be punctual for practice, games and other duties (if required). Be courteous and advise the Coach if you are unable to attend training or a game, to enable changes to be implemented.

### **3. COACHES' CODE OF CONDUCT**

- 3.1 Be reasonable in your demands of players, consider any limits on young players' time and energy.
- 3.2 Always think safety first.
- 3.3 Know the Rules of the game. Strive to teach your players the rules ensure they always play within those rules.
- 3.4 Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- 3.5 Coaches of developmental teams should avoid overplaying the talented player; the just average need and deserve equal time. All players should be provided with equal time in all positions, including the bench.
- 3.6 Follow the advice of a First Aid Officer, where available, when determining when an injured player is ready to recommence training or the game.
- 3.7 Create opportunities to teach appropriate sports behaviour as well as basic skills.
- 3.8 Develop team respect for opponents and officials. Do not abuse or ridicule Players or Officials and do not allow your players to do so.
- 3.9 Ensure any discussions with umpires are kept below the level of argument. Remember your players look to you for example, how you accept a decision will be reflected in your players.
- 3.10 No alcohol or cigarettes at training or any games on the diamond or bench. No alcohol or cigarettes on the sidelines of junior games or training. We are a cigarette, alcohol and drug free sport.
- 3.11 Discipline should be fair and consistent. Ensure your players know what is expected of them at training and during games.
- 3.12 Do not tolerate players abusing equipment or misbehaving to the detriment of other players at any time. Act first, before the Umpire or Official takes action.
- 3.13 Keep yourself informed of sound coaching principles and seek more skilled advice when necessary.
- 3.14 Remember your Players are playing the game for their enjoyment. Endeavour to make the learning process both pleasurable and informative.
- 3.15 Remember that players need a coach they can respect. Be generous with your praise when deserved and set a good example.
- 3.16 Foul language of any sort will not be tolerated.
- 3.17 Always try to communicate appropriately with your players and parents. Handle all complaints in a professional manner and try to resolve them at a team level. If any disputes are ongoing consult the Committee immediately.

## 4. OFFICIALS' CODE OF CONDUCT

- 4.1 An Official shall be:
  - a) Coach;
  - b) Umpire;
  - c) Scorer;
  - d) Manager; or
  - e) Committee representative
- 4.2 Place the safety and welfare of the participants above all else.
- 4.3 Accept responsibility for your actions.
- 4.4 Ensure that rules, equipment, length of games and training schedules suit the age, ability and maturity level of the participants.
- 4.5 Ensure that everyone involved in junior sport emphasises fair play, not winning at all costs and focus on the spirit of the game rather than the errors.
- 4.6 Compliment and encourage all participants. Give ALL children equal opportunities to participate. Encourage and promote rule changes which will make participation more enjoyable.
- 4.7 Be consistent and impartial when making decisions. Be courteous, respectful and open to discussion and interaction.
- 4.8 Condemn unsporting behaviour and promote respect for all Teams, Managers, Coaches and Officials.
- 4.9 Verbal or physical intimidation and/or abuse towards Players, Managers, Coaches, Officials or Spectators will not be tolerated.
- 4.10 Be a good sport yourself. Actions speak louder than words.
- 4.11 Keep yourself informed of sound umpiring principles and seek skilled advice when necessary. Seek continual self improvement through the study, performance appraisal and regular updating of competencies.
- 4.12 Remember you set an example. Your behaviour and comments should be positive and supportive.
- 4.13 No alcohol or cigarettes at training or any games on the diamond or bench. No alcohol or cigarettes on the sidelines of junior games or training. We are a cigarette, alcohol and drug free sport.
- 4.14 Avoid any situation which may lead to a conflict of interest.

## **5. PARENTS' AND SPECTATORS' CODE OF CONDUCT**

- 5.1 Accept and understand that not all players may execute a play in the same way or to the same standard. Do not force an unwilling child to participate or expect more from your child than their best efforts.
- 5.2 Don't leave your child at training or at games unattended. Stay and support your team by volunteering to assist in any tasks that may need to be undertaken.
- 5.3 Display good sportsmanship by applauding good performance and efforts from both teams. Congratulate all participants upon their performance regardless of the game's outcome.
- 5.4 Respect Officials' decisions and encourage others to do the same. Derisive comments aimed at the umpire or officials are unacceptable and only bring the Club into disrepute.
- 5.5 Never abuse or ridicule, abuse or yell at a player for making mistakes or losing a game. Positive comments are motivational.
- 5.6 Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- 5.7 Show respect for your team's opponents. Without them there would be no game.
- 5.8 Encourage players to play within the Rules at all times and to accept the Officials' decisions.
- 5.9 Do not harass, abuse, intimidate or ridicule Players, Coaches, Officials or other Spectators.
- 5.10 Offensive, foul or abusive behaviour from parents or spectators will not be tolerated.
- 5.11 No alcohol or cigarettes at training or any games on the diamond or bench. No alcohol or cigarettes on the sidelines of junior games or training. We are a cigarette, alcohol and drug free sport.
- 5.12 Recognise the value and importance of the volunteer Coaches and Officials. They give of their time and knowledge and deserve your respect and support.
- 5.13 Accept and understand that at all times players may be asked to take a turn on the bench.
- 5.14 If you disagree with an Official or Coach, raise the issue through the appropriate channels rather than question the person in public.
- 5.15 Support and encourage all of the team and remember that the Coach is there for the whole team and not individuals.
- 5.16 Support your Club by attending games and functions.
- 5.17 As commitment to training is essential, the Coach must be advised if a player cannot attend a training session. It is important to note that training for Interdistrict or State Teams Often takes place throughout the Christmas break.
- 5.18 Must advise the Coach by the previous evening if their child is not going to be available at training or games through either injury or illness to enable changes to be implemented.

## **6. NOTICE AND DISCIPLINARY SANCTIONS**

- 6.1 All members are encouraged to attempt to resolve any issues with the person/s involved before requesting Committee involvement. Any serious breach of the Codes of Conduct shall involve the Committee.
- 6.2 Any report/complaint regarding violations of the Codes of Conduct shall be submitted to the Club as soon as possible after the incident, ideally on the same day but within one week of the incident occurring, and in writing.
- 6.3 If the Committee are unable to solve any incidents at the time, a special meeting of the Club should be called, at the very least an Executive Committee meeting, to deal with the issues raised. The Complainant/s and Defendant/s are requested to attend this meeting, with persons under 18 years to be accompanied by a parent and/or coach. Any witnesses are also able to attend the meeting, should they choose.
- 6.4 The Member/s alleged to have infringed this Code shall be liable for sanctions only if they have been provided with:
  - a. reasonable details of the alleged infringement;
  - b. notice of possible sanctions; and
  - c. the opportunity to be heard in relation to the issues of infringement and sanctions.
- 6.5 The Committee decision is final. All decisions will be made in good faith and for the benefit of the players and of the sport.
- 6.6 Disciplinary action will be taken if the Report proves justified.
- 6.7 Due to the nature of the playing ground being deemed Public Open Space, sanctions imposed on a parent cannot be enforced if the child/ren are in attendance. It is at the Committee's discretion whether any disciplinary action directed towards a parent should also be imposed on any child/ren for a first offence.
  - 6.7.1 Where the Committee employs its discretion and allows child/ren to continue to play when disciplinary action has been directed towards a parent, and the parent is not compliant with the prescribed penalty, the penalty will be immediately enforced against any/all family members.
- 6.8 Both the Defendant and Complainant have the right to appeal the decision only if fresh evidence can be provided to substantiate their Claim. Any appeal must be received by the Committee within fourteen (14) days notice of the decision.

- 6.9 Sanctions for any breach of the Code of Conduct can be either one (1) or a combination of the following penalties:
- a. apology;
  - b. warning;
  - c. bond;
  - d. suspended sentence;
  - e. fine;
  - f. disqualification;
  - g. suspension;
  - h. termination of membership; or
  - i. other such disciplinary sanctions or measures as deemed appropriate in the circumstances
- 6.10 It is at the Committee's discretion whether a warning, reprimand or bond is issued for a first offence; all subsequent infringements shall incur a higher penalty.
- 6.11 Any preventative measure or penalty imposed should take into consideration the individual circumstances and severity of each incident. (e.g. use of foul language – was the language used once or was it a tirade of foul and abusive language; was it a first offence or has the event occurred previously).
- 6.12 The imposition of a sanction is immediate, unless otherwise notified by the party imposing the sanction.
- 6.13 Neither the Club, nor the Committee, nor any member/s present at the sitting of the Committee have any right of legal or other representation whatsoever at the sitting of the Committee unless the Committee orders likewise. Any such decision shall not be subject to any appeal.



## 7. DEFINITIONS AND INTERPRETATIONS

**Apology** means an expression of contrition for any offense, fault or accident and an explanation seeking pardon. The apology should either be written or face to face with the Complainant.

**Bond** means a good behaviour bond with or without a suspended sentence. Should any future infringements of the Code of Conduct occur, the bond penalty shall apply, in addition to any penalty issued for the subsequent infringement.

**Disrepute** means any conduct, statement or appearance in public that is damaging to reputation, credit or favour.

**Disqualification** means to refuse permission to participate in a game.

**Expulsion** (see Termination of Membership)

**Fine** is a monetary penalty which must be paid before a player is financial

**Suspended Sentence** means to temporarily defer any penalty handed down, as part of a good behaviour bond. Suspended sentences are usually greater than immediate sentences and will only come into effect if the accused reoffends, in which case the suspended sentence shall be served *in addition* to any penalty handed down for the new offense.

**Suspension** means to exclude the member from participating in any activities of the Club. Suspension involves the inability to participate in training, games or other activities of the Club.

**Termination of Membership** means the expulsion of the Member from the Club and its activities. Members who have had their membership terminated are not eligible to reapply for membership.

**Warning** means an official notice that an inexcusable, unethical, unsportsmanlike action is matter of record and any such action must not happen again.

## 8. APPENDICES:

Suggested penalties for infringements of the Code of Conduct are specified in the table below and are provided as a guideline only to assist the Committee in deciding upon a suitable penalty.

OFFENCE	Further Information	SUGGESTED SANCTION
Use of alcohol, tobacco or other illegal substances	Use by Player	Ejection from game and 1 game suspension; for junior players a letter from parent is required advising steps taken to prevent recurrence;
	Use by Official, Coach, Manager	Ejection from event, 1 game suspension
	Use by Official, Coach, Manager at junior game/practice	Ejection from event, 1 game suspension, redo Training Course
	Use by Parent/Spectator at junior game/practice	Ejection from grounds
Serious Foul Play:	<b>Definition:</b> Excessive force or brutality in the course of the game; play that endangers the safety of an opponent (e.g. deliberate pushing, grabbing, tripping, use of forearm/elbow/ shoulder)	
	Resulting in no injury	Ejection from game ± 1 game suspension
	Resulting in injury	Ejection from game and 1 game suspension

Violent Conduct	<p><b>Definition:</b> Excessive force or brutality <b>not</b> in course of play, including any action on/outside field of play. (e.g. kicking, striking or bodily assault)</p> <p>by Player</p> <p>by Official, Coach, Manager, Parent, Spectator</p> <p>Against an Official</p>	<p>Ejection from game, 2-4 game suspension; for junior players a letter from parent is required advising steps taken to prevent recurrence; 2<sup>nd</sup> offence - expulsion</p> <p>Ejection from game, 4-6 game suspension; 2<sup>nd</sup> offence=expulsion</p> <p>6 games suspension – expulsion</p>
Serious Violent Conduct	<p>Violent conduct intending to cause significant bodily harm to any person; involvement in a brawl (unless trying to prevent/separate a fight or shield others).</p> <p><b>Note:</b> Both instigator/s and retaliator/s shall be treated the same</p>	<p>Expulsion. NB the police should be involved</p>
Threatening gesture and/or language	<p>by Player</p> <p>by Official, Coach, Manager</p> <p>by Parent/Spectator</p>	<p>Ejection from game and 1 game suspension; for junior players a letter from parent is required advising steps taken to prevent recurrence;</p> <p>Ejection from game, 2 game suspension</p> <p>Ejection from grounds, 2 game suspension</p>
Use of offensive, insulting, or abusive language and/or gestures, including spitting or sledging	<p>by Player</p> <p>by Official, Coach, Manager</p> <p>by Parent/Spectator</p> <p>towards an Official by any of the above</p>	<p>Ejection from game/practice and 1 game suspension</p> <p>Ejection from game/practice, 2 game suspension</p> <p>Ejection from grounds and 1 game suspension</p> <p>As listed above with additional 1 game suspension</p>

Use of discriminatory language and/or gestures, including racist, religious, ethnic or sexist	by Player	Ejection from game/practice and 2 game suspension
	by Official, Coach, Manager	Ejection from game/practice, 3 game suspension
	by Parent/Spectator	Ejection from grounds and 2 game suspension
	Towards an Official by any of the above	As listed above with additional 1 game suspension
Intimidation or harassment of an Official	<b>Definition:</b> Intimidation/harassment to pressure Match Official or Club Official to take or omit certain action.  by Player	Ejection from game; and letter of apology to the individual with a copy to be sent to the Club
	by Coach, Manager, Parent, Spectator	Ejection from game, 1 game suspension; and letter of apology to the individual with a copy to be sent to the Club
Knowingly creating unsafe play conditions, including requiring/allowing player to play while seriously injured	by Official, Coach, Manager	Redo appropriate training course (Coach/Umpire) through relevant Association (TBAWA, BWA)
Allowing/encouraging use of offensive, insulting, or abusive language and/or gestures, including spitting or sledging	by Official, Coach, Manager	Ejection from game, 2 game Club suspension
Interference in conduct of game resulting in stoppage of play	Parent/Spectator	Warning, 2 <sup>nd</sup> offence ejection from grounds
Failure to attend or make provision to cover rostered duties	Parent/Player	Any incurred expenses from our affiliated bodies or \$50/game, whichever is the greater

Unfinancial membership	<b>Definition:</b> Failure to pay any outstanding moneys owed to the Club (e.g. uniforms, registration fees, penalties)	Disqualification until such time as all outstanding dues have been paid Unable be cleared to play at another club until such time as all outstanding dues have been paid
Playing an un-registered player on game days	Filling team numbers without approval of the VP and notice to the registrar	Association-imposed fine on the club to be forwarded on plus some fees



# Complaint Form

I would like to request the involvement of the Kalamunda Rangers Committee in the following matter:

Comment

Complaint

Protest

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location: \_\_\_\_\_

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**PARTICIPANTS:**

Who was involved (offender's details): \_\_\_\_\_

Designation:  Player  Coach  Umpire  Spectator  Official

(Other/s): \_\_\_\_\_

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**OFFENCE:**

Issue at hand: \_\_\_\_\_

Offence:  Verbal / Physical Abuse (general)  Offensive Language  
 Verbal / Physical Abuse of an Umpire  Spitting/Offensive behaviour  
 Equipment Abuse  Undue Rough Play  
 Breach of Code of Conduct  Parent  Player  Spectator  Umpire  Administrator  
 Other (specify) \_\_\_\_\_

Details of how situation arose (please print): \_\_\_\_\_

In an ideal world, I would like to see the following resolution? \_\_\_\_\_

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**Complainant:**

Signature: \_\_\_\_\_

**Witness\*:**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

\*This person is a witness to the Report, whether they agree with the Report or not; ideally a witness to the event but not essential



## COMPLAINTS POLICY AND PROCEDURE

### Information for Participants

Kalamunda Rangers Inc. take all comments and complaints seriously. However, as a volunteer organisation, playing on Public Open Space, we are bound by certain restrictions.

All Complaints and requests for Committee involvement must either be in writing or must be brought to a Committee meeting to be tabled. Please note: the Committee are only able to deal with issues relating to incidents occurring at training or at the game; we are unable to take any action on complaints involving personal disputes.

All complaints and request for Committee involvement should:

- Identify the major issue. Be specific; identify exactly what was said/done
- Be made by someone who witnessed the event; we are unable to assist with reports of hearsay
- Be accompanied by other supporting evidence where possible
- Be submitted as soon as possible, ideally on the same date as the incident and preferably within one week

Once a report has been received, the following procedure will be put into place:

- If the Committee are unable to solve any incidents at the time, a special meeting of the Club should be called, at the very least an Executive Committee meeting, to deal with the issues raised. The Defendant/s and Complainant/s are requested to attend this meeting, with persons under 18 years to be accompanied by a parent and/or coach. Any witnesses are also able to attend the meeting, should they chose. The reason for attendance of the Complainant and Defendant is that, in speaking, often the true issue is raised and concerns/responses can be clarified.
- At the meeting, we will ensure that all voices are of an even tone and no further disputes or aggression takes place; detailed minutes will be taken for the record. The Committee will make a decision on the issue at this meeting; this decision is FINAL. **All decisions will be made in good faith, with reference to all presented evidence, and for the benefit of the players, the Club and of the sport.**
- All attendees, other than the Committee, are requested to leave the room. The Complainant is requested to return to the room and their complaint is read aloud to the Committee; the Complainant is then provided with the opportunity to speak and to provide witnesses if they choose. The Complainant is excused for the evening.
- The Defendant is then requested to return to the room, the report is read out and the Defendant is provided with the opportunity to speak and to provide witnesses if they choose. The Defendant is requested to wait outside during deliberations and the findings.
- The Committee will then take a **short** recess to discuss and made any determinations. Disciplinary action will be taken if the Report proves justified. This action can be in the form of a temporary suspension from the Sporting fields, and any other actions as deemed necessary by the Committee. It is at the Committee's discretion whether a warning is issued for a first offence; also whether any disciplinary action directed towards a parent should also be imposed on any child/ren.
- The Defendant will be requested to return to the room and the findings, and penalty if any, are announced.
- The Complainant/s and Defendant/s have the right of appeal the decision of the Committee *only if fresh evidence can be provided to substantiate their Claim.*