

ATHLETICS AUSTRALIA CODE OF CONDUCT



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Introduction

Athletics Australia is a Member Federation of the international governing body World Athletics. We are also recognised as a National Sporting Organisation responsible for the sport of athletics in Australia by the Australian Government, Australian Olympic Committee, Commonwealth Games Australia and Paralympics Australia. This recognition requires Athletics Australia to act in the best interests of the sport of athletics.

This Code of Conduct is aimed at ensuring everyone involved in Athletics is aware and understands the standards of behaviour expected of them when acting in the best interests of Athletics. Within Athletics Australia, staff have committed to this Code, along with the values and behaviours of our organisation to:

- Be Bold to be Better
- Collectively Deliver Success
- Know and do what's right
- Celebrate our People

1. Purpose

- 1.1. This Code of Conduct (the Code) aims to ensure that everyone involved in Athletics (Relevant Persons) is aware of the standards of behaviour expected of them and the process for dealing with any conduct that is alleged to breach this Code.
- 1.2. It is the responsibility of all Participants to observe and formally acknowledge (where applicable) their commitment to this Code.
- 1.3. This Code:
 - (a) Proscribes Prohibited Conduct. Failure to observe any part of this Code may result in disciplinary action;
 - (b) Applies at the Athletics Australia, Member Association and Affiliate level without amendment; and
 - (c) Does not cover conduct and disciplinary matters arising under Athletics Australia National Integrity Framework policies.¹ Where a provision is inconsistent with the National Integrity Framework, the National Integrity Framework will apply to the extent of that inconsistency.

2. Definitions

In this Code the following words have the corresponding meaning:

Activity means an athletics race, contest, championship, competition or event, or training for any such race, contest, championship, competition or event, or athletics training more generally, irrespective of whether the race, contest, championship, competition, event or training is a one-off activity or forms part of a series, league, or competition, sanctioned or organised by a Relevant Organisation.

Affiliate means a member of a Member Association including (as applicable) clubs, centres, districts, regions and zones. Affiliates must agree to adhere to this Code and national policies as varied from time to time.

¹ Athletics Australia's National Integrity Framework policies include the Member Protection Policy, Safeguarding Children and Young People Policy, Competition Manipulation and Sports Gambling Policy and Improper Use of Drugs and Medicine Policy.

Athletics Australia (AA) means Athletics Australia Limited, the national governing body for Athletics as governed by the Athletics Australia Constitution and By-Laws.

Authorised Provider means any non-Relevant Organisation authorised to conduct an Activity.

Child or **Children** means a person, or two or more persons, who is or are under the age of 18 years.

Code of Conduct means this Code.

Exploitation means someone who exercises control over another person and/or their assets for their own “personal gain” and without the fully informed consent of the person. Personal gain may be psychological, reputational or commercial and constitutes exploitation when the rights of a person are sold or negotiated without express and fully informed consent of the other person.²

Member means a member of a Relevant Organisation, including:

(a) **Member Association**, which means each company or incorporated association that is a member of Athletics Australia - including each:

- i. state, territory, and Club Member; and
- ii. affiliate that is a member of a state or territory Member.

(b) **Individual Member**, which means individuals who are individuals registered with a Relevant Organisation.

Member Protection Information Officer (MPIO) means a person trained to be the first point of contact for a person reporting a complaint under, or a breach of, this Code of Conduct. The MPIO provides impartial and confidential support to the person making the complaint.

National Integrity Framework means the set of “National Integrity Framework” integrity policies produced by Sport Integrity Australia from time to time as adopted by AA.

Participant means:

- (a) any person registered with a Relevant Organisation, or who participates in, and/or attends, an Activity, including people who may not be registered with a Relevant Organisation and people who participate in or attend the Activity free of charge;
- (b) Athletes;
- (c) coaches and assistant coaches appointed to train, or otherwise involved in training, other Participant(s) in an Activity;
- (d) administrators who have a role in the administration, operation or Activity of a Relevant Organisation including owners, directors, committee members or other persons;
- (e) officials including referees, umpires, technical officials, or other officials appointed by a Relevant Organisation, in connection with an Activity;
- (f) support personnel who are appointed in a professional or voluntary capacity by a Relevant Organisation, or any league, competition, series, Club or Team sanctioned by a Relevant Organisation including sports science sports medicine personnel, team managers, agents, selectors, and team staff members; and
- (g) Parents/carers and spectators who are subject to registration conditions or venue conditions of entry that require compliance with this Code.

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

² Examples of exploitation in Athletics may be fraudulent misrepresentation of an athlete’s age or nationality, acting on behalf of an athlete fraudulently or taking an unreasonable share of the proceeds of sponsorship or funding arrangements. Exploitation comes in many different guises. Examples include sexual exploitation, financial exploitation and signing up athletes to long term contracts while they are still Children.

Relevant Organisation means any of the following organisations:

- (a) Athletics Australia (AA);
- (b) Member Associations (MA);
- (c) Any other organisation that has agreed to be bound by this Code and National Integrity Framework policies.

Relevant Person means any of the following individuals:

- (a) Individual Member;
- (b) Participant;
- (c) Employee or Authorised Provider;
- (d) Contractor engaged directly or via an organisation to provide services for or on behalf of a Relevant Organisation or an Authorised Provider;
- (e) Volunteer, meaning any person engaged by a Relevant Organisation or an Authorised Provider in any capacity who is not otherwise an employee or contractor of a Relevant Organisation or an Authorised Provider, 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.

3. Jurisdiction

3.1 Scope

This Code 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 applies must comply with this Code (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 Athletics or Relevant Organisation connection, including participation in, or attendance at, 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 with Athletics or an Activity, the fact that one or more parties are Relevant Persons or Relevant Organisations does not result in interactions (including social media interactions) involving one or more Relevant Persons or Relevant Organisations being within the scope of this Code.
- (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, code or rules and regulations, it may refer the alleged Prohibited Conduct for determination under that other policy, code, or rules and regulations. For example, if

the conduct is related to an employment dispute, the employment contract or employee Code of Conduct should be referred to first.

4. Guiding Principles

The following principles are central to this Code and should be adhered to by all Relevant Persons and Relevant Organisations, who must:

- (a) Respect the rights, dignity and worth of others;
- (b) Act with honesty, integrity and objectivity;
- (c) Maintain appropriate, professional relationships with other Relevant Persons at all times, particularly when working with Children;
- (d) Be ethical, considerate, fair and honest when dealing with others;
- (e) Be accountable, professional and accept responsibility for their own behaviour;
- (f) Understand and maintain compliance with a Relevant Organisation's standards, rules, regulations, and policies;
- (g) Act and operate within the rules and spirit of Athletics;
- (h) Act with care and diligence to safeguard the health, safety and welfare of themselves, Relevant Persons and Relevant Organisation representatives and ensure their decisions and actions provide a safe environment for the conduct of Activities;
- (i) Not misuse or disclose confidential information obtained as a result of their position as a Relevant Person or through an Activity, and respect the privacy of Relevant Persons and Relevant Organisations. This includes disclosing information related to a complaint, complaint process and/or disciplinary process;
- (j) Demonstrate a high degree of care and responsibility when dealing with Children and abide by AA's Safeguarding Children and Young People Policy;
- (k) Accept and respect the authority of Officials and not use offensive language or behaviour, show unnecessary dissension, displeasure or disapproval towards an Official, whether on or off the track, field or other Activity venue;
- (l) Refrain from any behaviour that may bring Athletics into disrepute;
- (m) Not engage in behaviour that is:
 - (i) public or domestic violence;
 - (ii) continued or unreasonable disruption of Relevant Organisation representatives performing their duties;
 - (iii) unlawful or unsafe;
 - (iv) a public nuisance and/or disturbance, drunk and disorderly, or in possession or under the influence of an illegal drug, within or around a venue at which an Activity is taking place;
- (n) Maintain the required standard of accreditation and professional competencies or qualifications, as applicable to your role in connection with Athletics or an Activity;
- (o) Ensure any representations made to any Relevant Person or Relevant Organisation regarding accreditation and professional competencies or qualifications are true and correct;
- (p) Raise concerns regarding decisions or conduct of Relevant Persons through the AA Complaints, Disputes and Discipline Policy in a timely manner;
- (q) Exercise careful professional judgement regarding physical contact with any Participant and ensure it is appropriate to the situation, such as being necessary for

the participant's skill development. In circumstances where determination is required as to whether or not contact is "appropriate" AA may make this determination at its absolute discretion;

- (r) Refrain from encouraging or participating in an intimate relationship with a participant over whom you have authority;
- (s) Consider and respect the needs and background of:
 - (i) Aboriginal and Torres Strait Islander persons;
 - (ii) persons with disability;
 - (iii) those who are more vulnerable in society;
 - (iv) transgender, intersex and gender diverse participants; and
 - (v) persons who are culturally and linguistically diverse.
- (t) Refrain from exploiting any Participant in Athletics or behaving in any way which could be considered to be Exploitation;
- (u) Not engage in conduct that is defined as Prohibited Conduct* under any policy of the AA National Integrity Framework, namely:
 - (i) The AA Member Protection Policy;
 - (ii) The AA Safeguarding Children and Young People Policy;
 - (iii) The AA Competition Manipulation and Sport Gambling Policy; and
 - (iv) The AA Improper Use of Drugs and Medicine Policy.

** Prohibited Conduct under the National Integrity Framework includes:*

- *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 gambling on an Athletics 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 AA's [National Integrity Framework](#) policies for further descriptions of Prohibited Conduct.

5. Prohibited Conduct

A Relevant Person commits a breach of this Code 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 Athletics into disrepute; or
 - (ii) is or could be harmful to the interests of a Relevant Organisation or Athletics;

- (c) Become the subject of an Apprehended Violence Order, the nature of which amounts to a breach of this Policy.
- (d) 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
- (e) Do not reasonably comply with any of the clauses of section four (Guiding Principles) of this Code.

6. Complaints, Disputes and Discipline Policy

- 6.1 The Athletics Australia *Complaints, Disputes and Discipline Policy* applies to any alleged Prohibited Conduct under this Code of Conduct.

7. Procedure for dealing with alleged breaches of this Code

- 7.1 AA acknowledges that making a complaint can be a difficult process. This section does not replace the AA *Complaints, Disputes and Discipline Policy* but provides additional assistance to Relevant Persons seeking to make a complaint under this Code.
- 7.2. Before making a complaint, consider talking to a Member Protection Information Officer (MPIO). MPIO's provide information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern, as well as support during the process. MPIO's do not handle complaints but may assist with information and options regarding other policies or this Code of Conduct.
- 7.3. The first step in making a complaint is submitting a Complaint Form located at Appendix 6 to this Code of Conduct.
- 7.4. Alleged breaches of this Code shall be dealt with by the level of Athletics at which they occurred. For example a matter at club level, may be dealt with by the club committee. AA or a MA may refer complainants back to the level at which the alleged breach occurred. Similarly, a personal grievance dispute will be referred back to the complainant and resolved separately to the *Complaints, Disputes and Discipline Policy*.
- 7.5. If a Respondent is found to have committed an alleged breach of this Code, past sanctions are accounted for, and sanctions that may be imposed include, but are not limited to:
- a) A reprimand;
 - b) Verbal or written apology;
 - c) Direction to attend counselling or training to address the behaviour;
 - d) Suspended sentence and/or good behaviour period;
 - e) Removal of accreditation or awards (such as life membership);
 - f) Exclusion from a particular Activity or Activities;
 - g) Suspension of membership from a MA and/or Affiliate program, project or activity;
 - h) Suspension from such activities or events held by or under the auspices of AA or other Relevant Organisation;
 - i) Suspension for a specified period and/or termination of any rights, privileges and benefits provided by AA or other Relevant Organisation;
 - j) Expulsion from a Relevant Organisation; and/or
 - k) any other form of discipline that is considered appropriate.

Appendix 1 - Accredited Coach Code of Conduct

1. This AA Accredited Coach Code of Conduct outlines standards of conduct expected of all persons who hold an AA coach accreditation.³
2. Relevant Organisations recognise the valuable contribution Accredited Coaches make to Athletics. The existence and application of this Code is vital to the success of Athletics.
3. It is the responsibility of all AA Accredited Coaches to read, understand and abide by both the Guiding Principles in section 4 of the AA Code of Conduct and this Accredited Coach Code of Conduct. Accredited Coaches must:
 - (a) Ensure that they hold and promote a current and valid coaching accreditation with AA. AA Accredited Coaching qualifications must not be misrepresented;
 - (b) Have a valid Working With Children Check (WWCC) or valid exemption and must not misrepresent the status of their WWCC or exemption;
 - (c) Avoid criticising other Relevant Persons and Relevant Organisations such as, but not limited to, participants, coaches, administrators, officials, Affiliates (clubs) and club committees;
 - (d) Use appropriate training methods that will benefit those they coach, taking care to avoid methods that could be harmful. Coaches should consider age, experience, ability, physical and psychological factors, specifically when making decisions involving Children, adhere to AA's Safeguarding Children and Young People Policy and Position Statement for Children Participating in Athletics;
 - (e) Recognise an athlete's rights to consult with other coaches and advisors, including sports medicine / sports science professionals;
 - (f) Not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of athletes or Athletics;
 - (g) Under no circumstances must a coach pursue, either covertly or overtly, an athlete that is presently engaged in a formal coaching relationship with another coach. AA takes the issue of poaching athletes seriously and expects that coaches will make transparent decisions that stand up to scrutiny. For example, coaches involved in the transfer of an athlete's coaching relationship may be asked by AA to demonstrate the transparency and reasonableness of their actions, and how their conduct is consistent with this Coach Code of Conduct;
 - (h) Not accept the role of coaching a new athlete until they have (a) consulted the current coach and (b) the athlete has informed their current coach of their intention to change coaches;
 - (i) Not undermine the confidence of an athlete working with another coach;
 - (j) Respect the right of an athlete to change coaches and not obstruct an athlete from moving to another coach; and
 - (k) Accept and respect the role of Relevant Persons (defined in the Athletics Australia Code of Conduct), such as, but not limited to, officials, administrators, and employees or volunteers of AA, MA's or Affiliates who assist in Athletics administration.
4. Any AA Accredited Coach involved in alleged conduct inconsistent with the behaviours in the Athletics Australia Code of Conduct or this Accredited Coach Code of Conduct may be subject to disciplinary action. This may include the termination of their accreditation, MA membership or employment with AA or other Relevant Organisation.

³ This includes Accredited Coaching Courses conducted either directly with a Relevant Organisation, or through an endorsed third-party provider.

Appendix 2 – Officials Code of Conduct

1. Athletics Australia (AA) and Member Associations (MA's) recognise the valuable contribution Officials make to Athletics. Officials must:
 - (a) Ensure that they promote their current qualifications only. AA Officials' qualifications must not be misrepresented;
 - (b) Avoid criticising Relevant Organisations and other Relevant Persons such as, but not limited to, Participants (including coaches, administrators and officials), clubs and club committees;
 - (c) Not exploit any relationship to further personal, political or business interests at the expense of the best interests of the sport of Athletics;
 - (d) Accept and respect the role of Relevant Persons (defined in the Athletics Australia Code of Conduct, such as, but not limited to athletes, other officials, administrators, and employees or volunteers of affiliated bodies who assist in administering Athletics generally;
 - (e) Operate within the rules and the spirit of Athletics; promoting fair play over winning at all costs;
 - (f) Make decisions that are impartial and consistent; and
 - (g) Understand that their role is to facilitate competition and ensure a safe and supportive environment for athletes.
2. Any AA Accredited Official involved in conduct which breaches the Athletics Australia Code of Conduct or this Officials Code of Conduct may be subject to disciplinary action which may include the termination of their AA accreditation and/or MA membership.

Appendix 3 - Social Networking Code of Conduct

1. Athletics Australia (AA) acknowledges the enormous value of social networking as a communications tool and to promote Athletics.
2. All Relevant Persons must conduct themselves appropriately when using social networking services including individual personal profiles and using social networking as an electronic means of engaging with others through private messaging (e.g., WhatsApp, Facebook messenger and other electronic messaging platforms and forums).
3. When using platforms to share information related to Athletics or personal social media activity including, but not limited to, postings, blogs, status updates and tweets, the material must not contain information which:
 - (a) Has the potential to be offensive, aggressive, defamatory, threatening, discriminatory, obscene, profane, harassing, embarrassing, intimidating, sexually explicit, bullying, hateful, racist, sexist or otherwise inappropriate;
 - (b) Is inaccurate, misleading or fraudulent;
 - (c) Is in breach of the Athletics Australia Code of Conduct or this Social Networking Code of Conduct;
 - (d) Is in breach of laws, court orders, undertakings or contracts;
 - (e) Breaches the privacy or confidentiality of others; or
 - (f) Has the potential to derogate from or negatively affect the image, goodwill, name or reputation of a Relevant Organisation, particularly Athletics Australia and its Member Associations.
4. All Participants must accept responsibility for the content they place on a social network and acknowledge their information can be made public or further distributed across social media platforms.
5. Adults communicating with Children through a social network should refrain from private messaging, ensure a parent/guardian is copied into any communication, and limit communication to required Athletics and/or Activity related messages only.
6. Use of social networking by adults must be in accordance with the AA Safeguarding Children and Young People Policy and its Child Safe Practices.
7. Relevant persons should not represent themselves as an authorised spokesperson of a Relevant Organisation, unless approved.
8. Any content posted on social networking services that is in breach of this Social Networking Code of Conduct may result in disciplinary action as Prohibited Conduct under the Athletics Australia Code of Conduct or under a National Integrity Framework policy.

Appendix 4 - Taking Images of Children Policy

Athletics Australia (AA) is committed to safeguarding and promoting the welfare of Children in Athletics.⁴ Athletics Australia acknowledges that images taken of Children with a camera, camera phone, video or recording device can be used inappropriately or illegally.

1. This Policy sets out the standards expected of those taking a photograph, filming or image of a Child and the behaviours that are not acceptable.
 - (a) Children are to be photographed/videoed while involved in an Activity only if:
 - (i) the Child's parent/guardian has provided prior approval for the image or photographs to be taken or for the video footage to be captured;
 - (ii) the context is directly related to participation in Athletics;
 - (iii) the Child is appropriately dressed and posed; and
 - (b) the image is taken in the presence of the Child's parent/guardian. The privacy of Children is to always be respected.
 - (c) The use of a camera, camera phone, video and/or camera inside changing areas, showers and toilets is not allowed.
 - (d) Where possible, images or video footage should be taken at the Activity venue. If this is not possible, the consent of a Parent/guardian and their agreement to be present at the photo/video session is required before the photo/video session can occur.
 - (e) Relevant Organisations and Relevant Persons must not distribute images or video footage (including as an attachment to an email) to anyone outside their Relevant Organisation other than to the Child photographed or their parent/guardian, without organisational knowledge and approval.
 - (f) Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others and must be destroyed/deleted as soon as they are no longer required.
 - (g) Images are not to be exhibited online or in publications (e.g., annual report) without parental/guardian knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the Child. Any caption or accompanying text may need to be checked so that it does not identify a Child if such identification is potentially detrimental. AA requires all Relevant Organisations to act in accordance with this clause.
 - (h) AA requires all photographers seeking permission or accreditation to act as a photographer at any Activity involving Children to have undertaken the relevant Working with Children Check (or alternatively where such check is not available in their normal place of residence, a National Police check) and upon request to provide evidence of same. If AA is not satisfied of the applicant's suitability at any time, permission or accreditation may be denied or withdrawn.
2. If a person is observed, or known to be, taking photographs or images of Children inappropriately (e.g. breaching the restrictions or ban in place for that private property or Activity venue), the facility owner, management of that Activity venue, or those responsible for the Activity should be contacted, and they must request the person to stop taking photographs immediately.

⁴ This Policy should be read in conjunction with the AA Safeguarding Children and Young People Policy. A breach of this Policy and its Child Safe Practice will be managed by the Complaints, Disputes and Discipline Policy.

Appendix 5 – Director Code of Conduct

This Directors Code of Conduct provides an example of how AA and MA Directors agree to behave in their role as a member of a Board. The following Director's Code of Conduct has been developed with the assistance of the Australian Sports Commission and approved by the AA Board.

Each candidate for election or appointment to a Board should agree to perform their duties and behave in a way that is consistent with this Director's Code of Conduct. Each Director is required to indicate by signature their willingness and intention to comply with the following Code.

Director Code of Conduct

1. Introduction

(AA or MA) recognises the need to lead from the front when governing the sport of Athletics in Australia. Directors shall align with the following best practise ethical standards but also exemplify the agreed values and behaviours of the organisation which is to:

- Be Bold to be Better
- Collectively Deliver Success
- Know and do what's right
- Celebrate our People

2. Purpose

The purpose of this Code of Conduct is to outline the type of behaviour that [AA or MA] requires from its Directors and set out clear principles and guidelines for the ethical and professional conduct of Directors in effectively carrying out their duties and responsibilities.

3. Scope

This Code of Conduct applies to [AA or MA] Directors.

4. General Principles

Directors of (AA or MA) must:

- a) act honestly and in good faith in the interests of the organisation as a whole.
- b) exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in the organisation circumstances.
- c) exercise powers granted to them honestly and for the purposes for which they were conferred and not for ulterior purposes.
- d) avoid any actual or potential conflict between the obligations owed to the organisation and a Director's personal interest or other duties.
- e) not disclose any information that is obtained through their position that is confidential.
- f) avoid any advantages or business opportunities that may potentially be acquired in the course of their office.
- g) Ensure that the organisation does not trade while insolvent.

- h) be independent in judgment and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the Directors.
- i) be well prepared for Director's meetings.
- j) make reasonable enquiries at Directors meetings to ensure that the organisation is operating efficiently, effectively and legally towards achieving the organisation's goals.
- k) undertake diligent analysis of all proposals and matters placed before the Directors.
- l) acknowledge and embrace decisions of the Directors when communicating with third parties, irrespective of their own personal views.
- m) treat colleagues, members and employees of the organisation with respect, courtesy, honesty and fairness, having proper regard to their interests, opinions, rights, safety and welfare.
- n) show respect for the opinions of other Directors and allow each Director a fair and reasonable opportunity to contribute to discussion and decision making.
- o) not engage in conduct that would likely bring discredit upon the organisation or bring the Director or the organisation into disrepute or would constitute conduct unbecoming of a Director of the organisation.
- p) not abuse, harass, bully, intimidate, discriminate, threaten or victimise other Directors, colleagues, members and/or employees of the organisation.
- q) comply with the content and themes of section 5 of this Code of Conduct regarding child safety.
- r) promote and encourage diversity, equality and inclusiveness in decision making and throughout the organisation.
- s) comply with the spirit as well as the letter of the law and the principles in this Code of Conduct.
- t) act and comply with respective roles, responsibilities and authorities as outlined in the organisation Board Charter.

5. Child Safety

(AA or MA) is a child safe organisation and has zero tolerance for child abuse. (AA or MA) adheres to applicable child safety standards and legislation. Directors must be aware of their responsibilities outlined in (AA or MA) Safeguarding Children and Young People policy and be clear about processes for reporting and acting on concerns or reports of child abuse.

Directors will respect, listen to and promote the rights of children and ensure behaviour and interactions with children are appropriate, respectful and adhere to the behavioural expectations outlined in (AA or MA) Safeguarding Children and Young People policy.

6. Breach of the Code of Conduct

A breach of this Code may be considered serious misconduct and require formal investigation and further action being taken.

In some situations, a breach of this code may result in detriment to (AA or MA) and the Director may be liable for their actions under civil and criminal laws.

If a Director suspects that a breach of the Code of Conduct has occurred or will occur, he or she must report that breach to the President of the Board, the Company Secretary or the Chair of the Audit, Finance and Risk Committee. In some circumstances, such a disclosure may qualify for protection in accordance with the Whistle-blower Policy. All reports will be acted upon and kept confidential.

7. Review

This Code will be reviewed biannually by the Board with input from key stakeholders and annually executed by all Directors.

8. Director Declaration:

- I have read and understand the (AA or MA) Directors’ Code of Conduct.
- I acknowledge that I must ensure that any personal interests or roles do not influence or interfere with the proper performance of my duties in the best interests of (AA or MA).
- I agree that I have an ongoing obligation to comply with the (AA or MA) Directors’ Code of Conduct.

Signature		Date

Appendix 6 – Complaint Form

Internal Use Only		
Name of person receiving Complaint		Date Complaint Form Received: / /
How was the Complaint received		
Complainant to Complete		
Name of Complainant <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Complainant's contact details	Phone: Email:	
Complainant's role/position within the Athletics	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official	<input type="checkbox"/> Board/Committee member <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (Please Specify)
Name of person complained about (Respondent) <input type="checkbox"/> Over 18 <input type="checkbox"/> Under 18	
Respondent's role/position	<input type="checkbox"/> Administrator (volunteer) <input type="checkbox"/> Parent <input type="checkbox"/> Spectator <input type="checkbox"/> Support Personnel <input type="checkbox"/> Official	<input type="checkbox"/> Board/Committee member <input type="checkbox"/> Athlete/player <input type="checkbox"/> Coach/Assistant Coach <input type="checkbox"/> Employee (paid) <input type="checkbox"/> Other (Please Specify)
Date/s of alleged breach/es by Respondent		
Location/s of alleged breach/es by Respondent		
Description of alleged breach by Respondent <i>Please provide as much information as possible, including details of who is involved, describe what happened and when, and how you found out about the breach - attach further pages if necessary</i>		

Witnesses (if any)	<p>Did anyone else witness this alleged breach by the Respondent?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Sure</p> <p>If 'Yes', please list the witnesses and their contact details (if known):</p> <p>1. Name: Phone: Email:</p>
	<p>2. Name: Phone: Email:</p>
	<p>3. Name: Phone: Email:</p>
Level of Athletics at which the alleged breach occurred	<p><input type="checkbox"/> Athletics Australia level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the national level, national team or national event;</p> <p><input type="checkbox"/> Member Association level where they relate to behaviour, an incident or circumstances that occurred at or involve individuals operating at the State/Territory level; or</p> <p><input type="checkbox"/> Club/Community level - where it relates to behaviour, an incident or circumstances that occurred at or involve individuals operating at the Club, community competition or event level.</p> <p><input type="checkbox"/> Other</p>
<p>Eligible policy that Respondent has allegedly breached.</p> <p>Sections allegedly breached</p>	
Does Complainant consent to alternative dispute resolution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signed by Complainant	<p>Signature:</p> <p>Date:</p>

Athletics Australia has developed this Code of Conduct in partnership with the National Sports Tribunal.