



# SCHOOL SPORT VICTORIA

## CODES OF CONDUCT

### THE POLICY

SSV follows and enforces codes of conduct for all participants in SSV events whether they are students, teachers, coaches, sporting officials, parents, spectators or administrators.

### PLAYERS CODE OF CONDUCT

- a) Play for enjoyment.
- b) Play by the rules.
- c) Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the game.
- d) Don't be induced into 'throwing' a game for the benefit of another team or individual
- e) Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- f) Work equally hard for yourself and your team.
- g) Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- h) Co-operate with your coach, team-mates and opponents.
- i) Behave in a manner that respects the rights of others regardless of mediums of communication used eg digital mediums such as twitter, facebook, email and texts.

### TEACHERS CODE OF CONDUCT

- a) Be responsible for the behavior of the players under your duty of care both on and off the playing field
- b) Encourage students to develop basic skills in a variety of sports and discourage over-specialisation in one sport or in one playing position.
- c) Create opportunities to teach appropriate sports behaviour as well as basic skills.
- d) Ensure that both skill improvement and appropriate sports behaviour are rewarded by positive statements and reflected in extrinsic rewards if appropriate.
- e) Prepare students for inter-house and interschool competitions by first providing instruction in the basic sports skills.
- f) Ensure that adequate supervision is provided by qualified and competent coaches and appoint officials that capable of developing appropriate sports behaviour and skill technique.
- g) Model positive behaviour to students and parents.
- h) Maintain simple, plain, easily understood language.

### COACHES AND MANAGERS CODE OF CONDUCT

- a) Follow the expectations as set out by SSV at all times.
- b) Be responsible for behavior of the players under your duty of care both on and off the playing field
- c) Be reasonable in your demands on player's time, energy and enthusiasm.
- d) Avoid over-playing the talented players. The "just-average" players need and deserve equal time.
- e) Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- f) Develop team respect for the ability of the opponents as well as for the judgment of officials and opposing coaches.
- g) Accept decisions of all umpires or referees as being fair and called to the best of their ability.
- h) Do not criticise players in front of spectators but reserve constructive criticism in private or in the presence of the team.
- i) Do not criticise the opposing team or supporters by word or gesture.
- j) Set a good example in personal appearance.
- k) Emphasise that the winning of a game is the result of "team work".
- l) Make every sporting activity serve as a training ground for life and as a basis for good mental and physical health.

- m) Place the welfare and development of the individual team, and of the child, above win and loss records.
- n) Maintain simple, plain, easily understood language.

## OFFICIALS, UMPIRES, REFEREES CODE OF CONDUCT

- a) Be consistent, objective and courteous in the application of the rules and in calling all infractions.
- b) Modify rules and regulations to match the skill level of the competitors and their needs.
- c) Compliment both teams on their efforts.
- d) Condemn the deliberate foul as being unsporting and promote fair play and appropriate sports behaviour.
- e) Use common sense to ensure that the "spirit of the game" is not lost by overcalling violations.
- f) Publicly encourage rule changes, which will reinforce the principles of participation for fun and enjoyment.
- g) Actions speak louder than words. Ensure that both on and off the field your behaviour is consistent with the principles of good sportsmanship.
- h) Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.

## SPECTATORS CODE OF CONDUCT

- a) Demonstrate appropriate social behavior by not using foul language, harassing players, coaches or officials
- b) Students play organised sport for enjoyment. They are not playing for the entertainment of spectators only, nor are they miniature professionals.
- c) Don't let your behavior detract from their enjoyment
- d) Applaud good performance and efforts by your team AND the opponents. Congratulate both teams upon their performance regardless of the game's outcome.
- e) Respect the official's decision. If there is a disagreement, follow the appropriate procedure of the sport in order to question the decision and teach the children to do likewise.
- f) Never ridicule a player for making a mistake during a competition. Positive comments are motivating.
- g) Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- h) Show respect for your team's opponents. Without them there would be no game.
- i) Encourage players to play according to the rules and the officials' decisions.
- j) Behave in a manner that respects the rights of others regardless of mediums of communication used eg digital mediums such as twitter, facebook, email and texts.

## ADMINISTRATORS CODE OF CONDUCT

- a) Involve students in the planning, leadership, evaluation and decision making related to the activity.
- b) Ensure that equal opportunities for participation in sports are made available to all children, regardless of ability, size, shape, sex, age, disability or ethnic origin.
- c) Equipment and facilities must be safe and appropriate for the ability level of participating students.
- d) Rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity of participating students.
- e) Remember that as students play for enjoyment.
- f) Avoid allowing sports programs to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of the spectators.
- g) Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate sports behaviour and skill technique.
- h) Ensure that parents, coaches, sponsors, administrators, officials, physicians and participants understand their responsibilities regarding fair play in sports ie Playing by the rules of the sport and that conduct is just and equitable.
- i) Distribute a code of conduct sheet to coaches, players, spectators, teachers and officials.

# BREACHES OF THE CODES OF CONDUCT

School Sport Victoria officers, event conveners, teachers, team coaches and managers may deal with any breaches of this code by (but not limited to):

- Warning offenders about their conduct, asking offenders to leave and calling police to intervene where necessary
- School Sport Victoria will be responsible for imposing any longer term consequences such as written warnings or barring attendance at future events for a period of time or indefinitely.

## THE RATIONALE

School Sport Victoria (SSV) is responsible for the organization and administration of school sport for member schools at the Primary and Secondary level. SSV currently conducts Championships in a number of sports at both Primary and Secondary levels.

The Department of Education and Training has a duty of care for all students. Through these Codes of Conduct, SSV must ensure that the experience for the students is an enjoyable, positive and educative experience free from fear and intimidation.

The Codes of Conduct apply to all participants in SSV programs including players, teachers, officials, coaches, managers, parents and spectators.

## THE PROCESS FOR BREACHES OF THE CODE OF CONDUCT FOR TEACHERS, COACHES AND MANAGERS (OFFICIALS)

### Disciplinary Process

If a breach of the code of conduct occurs, the following process will be followed:

1. The Chief Executive Officer (CEO) of SSV will notify the Official of the breach that has occurred.
2. The Official will be given the opportunity to respond to the alleged breach in writing to the CEO within three days of this notification.
3. A full investigation will occur within seven (7) days of receiving this notice of the alleged breach.
4. Where a breach occurs, the SSV CEO may immediately intervene with a consequence. That is, if part of an SSV 'TeamVic' team, you may be sent home, or for a criminal offence, have the matter referred to the police. If at an SSV interschool competition, your Principal will be informed by the CEO and will be asked to implement staff management processes. In these cases a full written explanation of the reasons for this action will be provided to you within 48 hours of the action being taken. At all times your safety and welfare will be guaranteed.
5. Where a breach of the code of conduct has occurred, the matter will be referred to the SSV Board.
6. The CEO may convene a Tribunal Hearing with support from the SSV Board to further investigate the matter and to ensure all parties have an opportunity for natural justice.
7. The SSV Board has the right to restrict the Official's involvement in SSV activities for breaches of the code of conduct, if the series of facts gathered are viewed as being 'most likely' to have occurred.

### Tribunal Process

1. The Tribunal shall consist of;  
Chair: SSV President,  
Secretary: SSV Chief Executive Officer  
Panel Member: Principal from the Official's school.  
Each member on the Tribunal can appoint an appropriate alternate if necessary.
2. Prior to the Tribunal hearing, witness reports from all parties concerned will be collected. These documents will be made available to the Official prior to the hearing. **The Official is not to make any contact with witnesses in regards to their reports.**
3. The breach and information about the hearing shall be sent to the Official as well as that person's Principal (if at a school).
4. The Official may bring a Support Person\* with them to the hearing.

5. Following the hearing the Tribunal shall allow the Official three working days to respond to the written report which will indicate the outcome and the penalty to be applied if deemed necessary.

## Procedure at Hearing

1. The Tribunal will call the following;
  - a. The reported Official
  - b. The Official's support person
  - c. The Convener of the day (if necessary)
  - d. Witnesses (if necessary)
2. The Tribunal Chair will inform the Official of the breach of the Code of Conduct that is being investigated
3. Witness reports will be tabled and referred to at the hearing.
4. If the Official feels it's necessary to call upon any of these witnesses during the hearing, then it is his/her responsibility to advise the Tribunal Chair before the commencement of the hearing. Similarly, if the Official intends challenging the validity of a report then it is his/her responsibility to also advise the Chair before the hearing commences.
5. The Official and his/her support person, as well as the Convener are present at all times during the hearing
6. The Convener is asked to deliver his/her version of the incident and is then questioned by the Tribunal.
7. The Official then gives his/her evidence with the Convener present and may be questioned by the Tribunal
8. After the Tribunal Chair is satisfied that all evidence from the Official and Convener has been collected, witness reports will be tabled.

### **At this time, no further evidence from the Convener or Official will be accepted.**

9. After witness reports are tabled and reviewed by the Tribunal with clarifying questions being asked of the Tribunal to the Official, if necessary, witnesses may be called.
10. After giving evidence and being questioned by the Tribunal, witnesses will be thanked and asked to leave without speaking to other witnesses.
11. The Tribunal Chair will invite the Official to sum up the evidence and speak on their behalf.
12. All parties will be asked to leave while the Tribunal determines a decision.
13. The Tribunal shall provide a decision in writing within 3 working days of the Tribunal hearing which will indicate the outcome and the penalty to be applied if deemed necessary.
14. The Official shall have three working days to respond to the written report.

## Appeals Process

Appeal against penalty imposed by School Sport Victoria:

1. Where a penalty has been imposed or confirmed by the SSV Board through a Tribunal hearing the Official has the right to appeal to the Appeals Board.
2. This Appeals Board will consist of the Vice President of SSV, the CEO's representative and one Principal class representative from the Board being the Region's representative, none of whom were not on the original Tribunal.
3. Where an appeal is lodged, the Appeals Board shall arrange a time to meet with the Official to discuss the matter within 14 days.
4. At that meeting, the Official will be given an opportunity to indicate why he/she disagrees with the penalty.
5. At the conclusion of the meeting the Official or school will be informed of when a decision will be made.
6. That decision shall be communicated to the Official or school in writing, explaining what change (if any) has been made to the penalty.
7. All documentation tabled at the original Tribunal hearing relating to the appeal will be used with NO additional documentation added.
8. The documentation will remain strictly confidential
9. The Official or school will be given an opportunity to call witnesses and have a support person\*
10. The decision of the Appeals Board is final.

Full details of the procedures involved in an appeal to the Appeals Board will be provided to the Official on request.

### **\*Role of support person during meetings**

An official who is the subject of a breach of the SSV Code of Conduct has the right to have a support person present at a tribunal hearing. If the Official chooses not to have a support person the process shall still continue. It should be minuted that the Official declined to have a support person present.

The role of the support person is to provide professional and moral support to the Official concerned. He or she also acts as a witness or observer to the process. The support person cannot act as a witness to the breach being investigated.

A support person may be a friend, colleague, relative or union/association representative. It is not appropriate for meetings to be unreasonably delayed due to the unavailability of an employee's support person. If this occurs, the employee should be advised to nominate another support person.

If the support person is a professional advocate, this person should be advised that their role during the meeting is that of a support person and not an advocate. The representative may be used by the employee to provide legal or other advice to the employee, but this is a separate function from their role during the meeting.

The support person may not disrupt the process, direct the process or otherwise interfere with the interview. If the support person has questions of substance (whether legal or procedural) that may interfere with the interview or disrupt the process, those questions should be raised at least three days prior to the interview or within 3 days of the interview.

Subject to the note in italics below, if during a meeting, the support person wishes to comment or provide advice to the Official, the meeting should be adjourned. Should a support person attempt to intervene, direct the process or advocate on behalf of the employee, he or she should be warned that this contravenes the role of support person. If the support person persists, the support person may be asked to leave the meeting and the meeting may continue without them or be terminated and rescheduled.

*Note: In some meetings, the support person may have a valuable role in clarifying matters between the Tribunal Panel and the Official and the support person may speak to the Panel on behalf of the Official where the Chair of the Panel agrees. In such cases, the support person should not present arguments or opinion.*

### **IMPLEMENTATION**

1. This policy reflects current practice
2. This policy is available on the SSV website
3. All schools and all coordinators will be notified of any changes via the SSV website, Social Media and the SSV eBulletin

### **ENDORSEMENT**

This policy was endorsed by the School Sport Victoria Board of Management on October 2017

### **REVIEW**

This policy is due for review annually.