



BAY TWISTERS CHEER SPORTS CLUB
CODE OF CONDUCT



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Responsibility for Code of Conduct: The Management Team- Bay Twisters

Management Team: Rebecca & Paul Grigson

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Our Values

Integrity – We are honest, reliable, ethical and trustworthy within our club, the cheer community, media and all club relationships both internal and external.

Excellence – We pursue excellence of our members, colleagues, coaches and management

Teamwork – As a unit we are strongest by actively supporting and respecting each other whilst sharing knowledge and experience throughout so as to bring value to our club and ultimately ourselves.

Caring – We respect and care about our team mates, coaches, colleagues and the environment in which we train and perform.

Empathy – We see things from both points of view whether it be our team mates, coaches, colleagues or management and we treat others the way we want to be treated ourselves.

Ownership – We take pride in our training and performance and feel personally responsible for our gym, our club, our role in it, and its success.

We are all stakeholders in this club and as such its level of success directly affects each and every one of us. Our culture of responsibility to each other and all our stakeholders demonstrates our commitment to our values every day. We behave in a manner that upholds and builds the reputation of our members, our coaches and the club.

1. Application

This code applies to all athletes and parents, (Members) all coaches engaged by Bay Twisters from time to time and the management team of Bay Twisters

2. Purpose

The purpose of this code is to:

- Ensure that Bay Twisters operates efficiently and effectively and that members, coaches and the management team are treated fairly and equitably.
- Give guidance to all members, coaches and the management team on the standards of conduct required.
- Define breaches of conduct.
- Describe the consequences of breaches of conduct.
- Explain the rights of all Members, coaches and management team

Standards of conduct

3.1 All Members, coaches and the management are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of Bay Twisters and its members and the welfare of their Club

3.2 All Members, coaches and the Management team have an obligation to Bay Twisters to:

- a) acknowledge and contribute to Bay Twisters strategy, culture, plans and objectives;
- b) comply with this Code of Conduct and adhere to established policies and procedures;
- c) not waste club time discussing or giving opinions on subjects that are of a private personal nature and are in no way relevant to the success of the Bay Twisters Cheer Club.
- d) comply with lawful and reasonable Coach/Committee guidance and direction.
- e) Display good sportsmanship, fair play and loyalty while at training, competitions and on all social media
- f) take all due care and responsibility to uphold the reputation of Bay Twisters and not engage in activities or behaviour which would justifiably bring the club into disrepute;
- g) treat other Members, coaches and the Management team with respect at all times and always behave in a courteous, friendly manner.
- h) respect the privacy of individuals, teammates, coaches, managers and officials, use confidential information only for the purposes for which it was intended and refrain from seeking or revealing confidential information about any person without the permission of that person except in a recognised official capacity and in appropriate circumstances such as a clear risk to the person involved, in an emergency, or where required by law. Ensure that personal information is managed and used in strict adherence to the information privacy laws in the Privacy Act 1993;
- i) recognise that Bay Twisters does not tolerate bullying, harassment or discrimination of Members, coaches or Management team and avoid behaviours which may be perceived by others as bullying, harassment or discrimination;
- j) be fair and honest in their dealings with and for Bay Twisters and take all reasonable steps to safeguard Bay Twisters funds and assets against fraud, theft and use of funds or assets without written permission of the Management team

- k) incur no liability or commitment on the part of Bay Twisters without written permission of the Management team not allow personal relationships with Members, coaches or anyone on the Management team to affect or appear to affect the professional relationship between them;
- l) not demand, claim or accept any fee, gratuity, commission, personal benefit or gift from any person or persons other than Bay Twisters in payment for any activity or matter concerned with their duties and responsibilities and ensure that the receipt of unsolicited benefits or gifts does not influence their decisions on behalf of Bay Twisters; Any unsolicited benefit or gift received becomes the property of Bay Twisters to be dealt with at the sole discretion of the Management team not release or share Bay Twisters intellectual property or confidential information without written permission from the Management team
- m) view and avoid actual or potential conflicts of interest in an ethical context of good faith, honesty and impartiality. Any perceived conflicts of interest to be discussed and voted on by the Management team. Any decision and consequent censure decided must take into consideration the explanation of the affected party but in all cases the interest of the club are paramount;
- n) assist Members, coaches and the Management team and give due credit to the contributions of other Members, coaches and the Management team and where appropriate act as mentors towards juniors;
- o) refrain from acting in any way that would unfairly harm the reputation or career prospects of other Members, coaches or the Management team.
- p) refrain from personally acting in any way that may harm the relationship between Bay Twisters and its Members, coaches and Management team and do not, by your actions, or lack of, be the cause or reason why a Member, a coach or a member of the Management team decides and or advises they no longer wish to be a part of Bay Twisters.
- q) observe safe practices; follow Bay Twisters Health & Safety policies, take all practicable steps to ensure their own safety and that their action or inaction does not cause harm to any other person;

4. Breaches of the code of conduct

4.1 Misconduct involves contravention of the above obligations. Serious misconduct involves serious and/or repeated contravention of the above obligations.

4.2 If established, misconduct may lead to a reprimand and warning. Serious misconduct, if established, will usually lead to expulsion from the club, at the unanimous discretion of the Management team

4.3 Serious misconduct is behaviour which threatens the wellbeing of the club, its Members, coaches or Management team. Serious misconduct includes, but is not confined to, the examples below:

- a) Refusing to carry out lawful and reasonable instructions of coaches or the Management team.
- b) Assaulting or threatening to assault or abuse of any nature toward any other Members, coaches or the Management team.
- c) Being affected by alcohol or non-prescription drugs while working, training or competing on behalf of the Bay Twisters Cheer Club.
- d) Having unauthorised possession of or removing property belonging to Bay Twisters.
- e) Deliberately or recklessly acting, or failing to act, in a manner resulting in serious damage to Bay Twisters property.
- f) Repeatedly or seriously contravening the standards of conduct set out in section 4 of this code.

5 Disciplinary procedures

5.1 Formal disciplinary action is not taken lightly. Initially, problems will be dealt with Management team formally notifying the relevant Member of the breach or deficiency and giving the person concerned the opportunity to rectify the situation (where rectification is possible) within a reasonable time frame.

5.2 Where the Management team has cause to believe that a satisfactory standard of performance has not been reached and maintained, or that the code of conduct has otherwise been breached, formal disciplinary procedures are likely to be invoked.

5.4 Unless a matter is so serious as to warrant instant dismissal from the Club, Members are entitled to be warned about disciplinary breaches and told of the manner in which their performance or conduct must improve. Warnings must be given in writing by the Management team

5.5 Any formal warning will include:

- a) A statement of the specific problem.
- b) The Bay Twisters standard or policy breached.
- c) The corrective action required.
- d) The period within which the corrective action must be taken.
- e) Reference to the meeting(s) with the Member and any explanation given by the Member.
- f) The Management team decision.
- g) The consequences of failure to take the required corrective action or for any further breach.
- h) Reference to any prior warnings.

5.6 Suspension. The Management team may require the member not remain with the club while the matter of concern is being investigated, e.g. where safety is involved.

5.7 In the case of dismissal, the Management team decision, and the reasons for it, will be confirmed in writing to the Member before the dismissal is affected.

6. Rights of members in cases of disciplinary action

6.1 Some members rights are inherent in the foregoing provisions, notably 6.5.

6.2 Where formal disciplinary action is instituted by the management team and where interviews are conducted with the Members for that purpose, the Member is entitled to bring a representative or other support person to any such meeting.

7.0 Reporting a Code of Compliance Breach.

7.1 If any Member is aware of a situation that they believe may not comply with this code of conduct, is unethical, inappropriate or illegal, they must promptly bring it to the immediate attention Management team All reports must be in writing (anonymously if required) and will be treated by the management team as confidential.

7.2 In any event, it should be duly noted that Management team maintain an open-door policy in regards to any individual noticing or experiencing anything real or perceived that contravenes this Code and its values.

