

ORIENTEERING NSW CODE OF CONDUCT

Association Manual **1.11**

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As a member of Orienteering NSW, or an affiliated club, or a person required to comply with Orienteering Australia's Member Protection Policy, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Orienteering NSW, Orienteering Australia, a member association or an affiliated club and in any role you hold within Orienteering NSW, Orienteering Australia, or an affiliated club:

- (a) Comply with any relevant stakeholder group expected behaviours set out in Schedule 1;
- (b) Be a positive role model;
- (c) Act and operate within the rules and spirit of Orienteering;
- (d) Be aware of, and maintain an uncompromising adherence to Relevant Organisation standards, rules, regulations and policies, including national and international guidelines which govern Relevant Organisations;
- (e) Be ethical, considerate, fair and honest in all dealings with Relevant Persons and Relevant Organisations;
- (f) Act with honesty, integrity and objectivity and be accountable for their own behaviour and actions;
- (g) Not physically or verbally abuse or harass in any form anyone associated with Orienteering;
- (h) Maintain appropriate, professional relationships with other Relevant Persons at all times;
- (i) Accept and respect the authority and decisions of Officials and not use offensive language or behaviour, show unnecessary dissension, displeasure or disapproval towards an Official, whether on or off the field of play. Teach those you are responsible and accountable for to do the same. All appeals must be made through the formal process and respecting the final decision;
- (j) Treat all Relevant Organisation representatives and other stakeholders with courtesy, respect, dignity and have proper regard for their rights and obligations;
- (k) Not use their involvement with Relevant Organisations to promote their own beliefs, behaviours or practices where these are inconsistent with those of Relevant Organisations;
- (l) Act with care and diligence to safeguard the health and safety of themselves, Relevant Organisation representatives and ensure their decisions and actions contribute to a safe environment and provide a safe environment for the conduct of Activities;
- (m) Show concern and caution towards others who may be sick or injured;
- (n) Not engage in conduct that is defined as Prohibited Conduct under any policy of the OA NIF, namely:
 - (i) The OA National Integrity Framework document;
 - (ii) The OA Member Protection Policy;

- (iii) The OA Safeguarding Children and Youth Policy;
- (iv) The OA Competition Manipulation and Sport Wagering Policy; and
- (v) The OA Improper Use of Drugs and Medicine Policy;

Prohibited Conduct under the OA NIF includes, without limitation:

- *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 a Sport activity or betting on a Sport 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 the OA NIF policies for a full list of Prohibited Conduct captured by the OA NIF and detailed descriptions of such Prohibited Conduct.

- (o) Respect and protect confidential information obtained through Activities, whether regarding individuals or organisational information;
- (p) Not engage in behaviour that is:
 - (i) drunk and disorderly;
 - (ii) public or domestic violence;
 - (iii) continued or unreasonable disruption of Relevant Organisation representatives performing their duties; or
 - (iv) unlawful or unsafe;
- (q) Not undertake any behaviour prohibited by a venue's ticketing or entry conditions, at, in or around that venue at which an Activity is taking place;
- (r) Not behave in a manner that creates a public nuisance and/or disturbance within or around a venue at which an Activity is taking place;
- (s) Comply with all reasonable directions of, and accept all decisions of, Relevant Organisation representatives; and
- (t) Not be in the possession or under the influence of an illegal drug, at, in or around a venue at which an Activity is taking place.

- I have read, understood and agree that I have an ongoing obligation to comply with the Orienteering NSW Code of Conduct.
- I have read, understood and am committed to the Child/Young Person Safe Practices (at Appendix A).

Signature Full name

Date/...../..... Stakeholder Group/s

Schedule 1 : Stakeholder Group Expected Behaviours

1. Athletes/Participants

- (a) Respect the talent, potential and development of fellow participants and competitors;
- (b) Care for and respect the equipment provided to facilitate the sport;
- (c) Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements;
- (d) At all times avoid intimate relationships with your coach;
- (e) Abide by the rules and respect the decision of the Official, making all appeals through the formal process and respecting the final decision;
- (f) Be honest in your attitude and preparation to training. Work equally hard for yourself and your Team; and
- (g) Cooperate with coaches and staff in development of programs to adequately prepare you for competition at the highest level.

2. Coaches

- (a) Provide feedback to athletes and other Participants in a manner sensitive to their needs. Avoid overly negative feedback;
- (b) Recognise athlete rights to consult with other coaches and advisers. Cooperate fully with other Support Personnel;
- (c) Encourage and facilitate athlete independence and responsibility for their own behaviour, performance, decisions and actions;
- (d) Involve athletes in decisions that affect them;
- (e) Encourage athletes to respect one another and to expect respect for their worth as individuals regardless of their level of participation;
- (f) Ensure that the tasks and/or training set are suitable for age, experience, ability, and physical and psychological conditions of the athletes;
- (g) Ensure any physical contact with athletes is appropriate to the situation and necessary for the athlete's skill development;
- (h) Be acutely aware of the power that you as a coach develop with your athletes in the coaching relationship and avoid any sexual intimacy with athletes that could develop as a result;
- (i) Avoid situations with your athletes that could be construed as compromising;
- (j) Actively discourage the use of performance enhancing drugs, and the use of alcohol, tobacco and illegal substances;
- (k) Do not exploit any coaching relationship to further personal, political or business interests at the expense of the best interest of your athletes;
- (l) Know and abide by rules, regulations and standards, and encourage athletes to do likewise. Accept both the letter and the spirit of the rules; and
- (m) Be honest and ensure that qualifications are not misrepresented.

3. Officials and Administrators

- (a) Place the safety and welfare of Participants above all else;
- (b) Accept responsibility for all actions taken;
- (c) Be impartial;
- (d) Avoid any situation which may lead to a conflict of interest;
- (e) Resolve any conflicts fairly and promptly through established policies and procedures;
- (f) Be courteous, respectful and open to discussion and interaction;
- (g) Value the individual in Orienteering; and
- (h) Be aware of any legal responsibilities.

4. Parents/Guardians and Spectators

- (a) Remember that children participate in Orienteering for their own enjoyment, not yours;
- (b) Focus on the child's efforts and performance rather than winning or losing;
- (c) Never ridicule or yell at your child and other children for making a mistake or losing an Activity. Positive comments are motivational; and
- (d) Show respect and appreciation for good performance and skilful competition by all athletes/participants. Without them there would be no orienteering.

Appendix A : Child/Young Person Safe Practices

Orienteering Australia is committed to safeguarding everyone involved in our organisation including Children/Young People in our care, so that they feel safe and are safe. Orienteering Australia's Child/Young Person Safe Practices have been developed to identify and prevent behaviour that may be harmful to the Children/Young People in our sport.

There are exceptions where the Child/Young Person Safe Practices do not apply:

- when a Relevant Person/Person in a Position of Authority is also an Approved Person in respect to that Child/Young Person.
- in an emergency and where the action is protective of a Child/Young Person, when prior authorisation is not possible.

These Child/Young Person Safe Practices set out requirements for how Relevant Organisations and Relevant Persons must behave with and around Children/Young People. A failure to comply with the Child/Young Person Safe Practices will be a breach of the Safeguarding Children and Young People Policy and constitute Prohibited Conduct as set out in clause 4 of the Policy.

1. Professional boundaries

- (a) A Person in a Position of Authority must establish and maintain professional boundaries (both in person and online) when working with Children/Young People who are involved in our sport. Professional boundaries ensure that the nature of the relationship between a Person in a Position of Authority and Child/Young Person does not move from a professional one to a personal one and becomes harmful or exploitative of the Child/Young Person and/or family.
- (b) A Person in a Position of Authority, unless they are also an Approved Person must not:
 - i. provide any form of support to a child or their family unrelated to the scope of their role (e.g., financial assistance, babysitting, provide accommodation);
 - ii. use a personal phone, camera, or video camera to take images or video footage of Children/Young People unless prior written authorisation from the Relevant Organisation is provided;
 - iii. exhibit any type of favouritism towards a Child/Young Person;
 - iv. transport Children/Young People other than in accordance with Child/Young Person Safe Practices clause 12, Transporting Children/Young People;
 - v. give gifts/presents to Children/Young People other than the provision of official awards;
 - vi. have one on one contact with a Child/Young Person outside of authorised sport activities (includes direct contact such as in-person as well as indirect, such as by phone, or online); or attend any private social function at the request of a Child/Young Person or their family.
- (c) If Relevant Persons become aware of a situation in which a Child/Young Person requires assistance that is beyond the scope of that person's role, they must undertake any or all of the following at the earliest opportunity:
 - i. refer the matter to an appropriate support agency;
 - ii. refer the Child/Young Person to an appropriate support agency;
 - iii. contact the Child/Young Person's parent or carer;
 - iv. seek advice from a Relevant Organisation.

2. Use of language and tone of voice

- (a) Language and tone of voice used in the presence of Children/Young People must:
 - i. provide clear direction, boost their confidence, encourage, or affirm them.

- ii. not be harmful to Children/Young People.
- (b) Relevant Persons must not use language towards or in the presence of Children/Young People that is:
 - i. discriminatory, racist, or sexist;
 - ii. derogatory, belittling, or negative, for example, by calling a Child/Young Person a 'loser' or telling them they are 'too fat';
 - iii. unreasonably or unnecessarily threatening or frightening; or
 - iv. profane or sexual.

3. Positive guidance (discipline)

- (a) Children participating in our sport must be made aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants.
- (b) Relevant Persons and Relevant Organisations must use appropriate techniques and behaviour management strategies to ensure:
 - i. an effective and positive environment; and
 - ii. the safety and/or wellbeing of Children/Young People and personnel participating in orienteering.
- (c) Relevant Persons and Relevant Organisations must use strategies that are fair, respectful, and appropriate to the developmental stage of the Children/Young People involved.
- (d) Children/Young People must be provided with clear directions and given an opportunity to redirect their behaviour in a positive manner.
- (e) Relevant Persons or Relevant Organisations must not, under any circumstances, take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening, or humiliating.

4. Supervision

- (a) Organisations must ensure that Children/Young People participating in our sport programs and services are adequately supervised.
- (b) Supervision must be constant, active, and diligent, prioritising the safety and wellbeing of Children/Young People, and where possible a Relevant Person must be able to observe each Child/Young Person.
- (c) Where direct supervision is not possible, a Relevant Person must know the location of each Child/Young Person and ensure that they can respond to individual needs and immediately intervene if necessary.
- (d) Any incident of one-to-one unsupervised contact must be immediately reported to the Relevant Organisations management within 24 hours of the incident occurring.

5. Use of electronic or online communications

- (a) A Person in a Position of Authority unless they are also an Approved Person (in respect to the relevant Child/Young Person), Medical Practitioner or Health Professional, must not communicate directly (one to one) with a Child/Young Person either electronically or online (including phone calls) without the inclusion of a representative from the Relevant Organisation and/or the Child/Young Person's parent or carer. Communication by Medical Practitioners and Health Professionals must only relate to appropriate and required medical care in this context.
- (b) When communicating with Children/Young People, a Person in a Position of Authority must ensure content is:

- i. directly associated with delivering our services, such as advising that a scheduled event is cancelled;
- ii. concise with personal or social content limited only to convey the message in a polite and friendly manner;
- iii. devoid of any sexualised language; and
- iv. not promoting unauthorised social activity or contact.

6. Photographs or video of Children/Young People

- (a) An Approved Person may photograph or film their Child/Young Person when participating in our sport.
- (b) When arranging official photography/videography of Children/Young People involved in our sport, Relevant Organisations must:
 - i. obtain prior written consent from the Child/Young Person's parent or carer. Where appropriate and possible, consent should also be sought from the Child/Young Person. Written approval could include electronic messaging formats such as email or SMS;
 - ii. give due consideration to Children/Young People who are protected by a court order;
 - iii. appoint a photographer/videographer who holds a current WWCC;
 - iv. ensure the photographer/videographer is supervised at all times;
 - v. ensure the context is directly related to participation in our sport;
 - vi. ensure the Child/Young Person is appropriately dressed and posed; and
 - vii. not distribute images or videos (including as an attachment to an email) to anyone outside the Relevant Organisation without parent/carer knowledge and approval.
- (c) Relevant Organisations must store images (digital or hard copy) in a manner that prevents unauthorised access by others and must be destroyed or deleted as soon as they are no longer required.
- (d) Relevant Organisations must not publish images or footage of a Child/Young Person or identify the Child/Young Person pictured, whether online or in print, without written consent from the Child/Young Person's parent or carer. Where appropriate and possible, consent should also be sought from the Child/Young Person.
- (e) Relevant Organisations must ensure any Employee, Volunteer or Contractor (such as an event photographer) comply with the above requirements whilst working at an Activity.

7. Physical contact with Children/Young People

- (a) Any physical contact with Children/Young People must be necessary and appropriate to the delivery of our sport programs or services and based on the needs of the Child/Young Person (including adjustments based on any additional needs due to impairment or disability) such as assisting with the use of equipment technique assistance or correction, treatment by a health practitioner or administering first aid.
- (b) Relevant Persons must not have contact with Children/Young People participating in our programs and services that:
 - i. involves touching of genitals, buttocks, or the breast area other than as part of delivering necessary medical or allied health services to those specific areas of the body;
 - ii. would appear to a reasonable observer to have a sexual connotation;
 - iii. is intended to cause pain or distress to the Child/Young Person (e.g., corporal punishment);

- iv. is overly physical (e.g. tickling or other roughhousing), except where this contact is consistent with the rules of the sport and accepted and reasonable behaviour within the Activity when undertaking that Activity;
 - v. is unnecessary (e.g., assisting with toileting when a Child/Young Person does not require assistance); or
 - vi. is initiated against the wishes of the Child/Young Person, except if such contact may be necessary to prevent injury to the Child/Young Person or to others, in which case:
 - (A) physical restraint must be a last resort;
 - (B) the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the Child/Young Person to prevent harm to themselves or others; and
 - (C) the incident must be reported to management as soon as possible.
- (c) Relevant Persons must report to the Relevant Organisation any physical contact initiated by a Child/Young Person that is sexualised and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the Child/Young Person, Relevant Persons, and any other participants.

8. Overnight stays and sleeping arrangements

- (a) Overnight stays involving Children/Young People must be approved and managed by the Relevant Organisation.
- (b) Written parent/carer consent must be obtained prior to the overnight stay. Written approval could include electronic messaging formats such as email or SMS. Where appropriate and possible, consent should also be sought from the Child/Young Person.
- (c) Practices and behaviour by Relevant Persons involved during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at all other times.
- (d) Standards of conduct that must be observed by Relevant Organisations and Relevant Persons involved during an overnight stay include:
 - i. Children/Young People must be provided with privacy when bathing, toileting, and dressing;
 - ii. appropriate dress standards must be observed when Children/Young People are present – such as no exposure to nudity;
 - iii. Children/Young People must not be exposed to pornographic material, for example, through movies, television, the internet, or magazines;
 - iv. Children/Young People must not be left under the supervision of unauthorised persons such as accommodation staff, or peers;
 - v. sleeping arrangements must not compromise the safety of Children/Young People, including:
 - (A) an Adult must not sleep alone in the same room as Children/Young People unless they are the parent or have parental responsibility for those Children/Young People; and
 - (B) Children/Young People must not share a bed with an Adult or another Child/Young Person.
 - vi. Children/Young People must have the right to contact their parents, or an Approved Person, if they feel unsafe, uncomfortable, or distressed during the stay.
 - vii. Parents/carers must be permitted to contact their Child/Young Person if required.

9. Change room arrangements

- (a) Children/Young People must be supervised in any change room that is in official use by a Relevant Organisation, whilst ensuring their right to privacy.
- (b) A Person in a Position of Authority must not:
 - i. shower or change at the same time as supervising groups of Children/Young People;
 - ii. be alone with a Child/Young Person in a change room; or
- (c) Relevant Persons must not use any camera or other recording device in a change room.
- (d) Persons in a Position of Authority must ensure adequate supervision in public change rooms when they are used, providing the level of supervision required for preventing abuse by members of the public, Adult users, or general misbehaviour, while also respecting a Child/Young Person's privacy.

10. Use, possession or supply of alcohol or drugs to Children/Young People

Persons in a Position of Authority must not:

- (a) use, possess or be under the influence of an illicit drug in the presence of a Child/Young Person or Children/Young People;
- (b) use or be under the influence of alcohol while supervising a Child/Young Person or Children/Young People during an Activity;
- (c) be impaired by any other legal drug such as prescription or over-the-counter drugs while in the presence of a Child/Young Person or Children/Young People;
- (d) supply alcohol or drugs (including tobacco) to any Child/Young Person or Children/Young People; or
- (e) supply or administer medicines, except when permitted by law or with the consent of the Child/Young Person's parent or carer and under a valid prescription for that Child/Young Person and at the prescribed dosage.

11. Parent/Carer involvement

Relevant Organisations must:

- a) ensure that a parent/carer is involved in any significant decision, including the signing of any documentation in relation to their Child's involvement in orienteering;
- b) not prevent parents/carers from accessing their Child/Young Person when required; and
- c) make parents/carers aware of the standard of behaviour required when watching their Child/Young Person during an Activity. Parents/carers displaying inappropriate conduct may be asked to leave, however may not be denied access for an undetermined amount of time.

12. Transporting Children/Young People

- a) Children/Young People must only be transported in circumstances that are directly related to the delivery of our sport programs and services.
- b) Other than in an emergency, a Person in a Position of Authority, unless they are an Approved Person, must not transport Children/Young People without prior written approval from their parent or carer.
- c) When transporting Children/Young People, the Person in a Position of Authority must drive responsibly, not be impaired by alcohol or any other mind-altering substances, have an unrestricted drivers' licence and to the extent practicable, not be alone in the car with a Child/Young Person.
- d) Children/Young People must only be transported in a roadworthy vehicle when the manufacturer stated capacity is adhered to and seatbelts and child restraints are fitted as required.

13. Drop off and pick up of Children/Young People

Relevant Organisations must:

- a) have an accessible register of parent and carer emergency contact numbers and an operational phone; and
- b) ensure that if a parent or carer is late, they make reasonable attempts to contact them. It is not the responsibility of a Person in a Position of Authority to transport Children/Young People home if their parent or carer is late for pick up.

Source: Orienteering Australia Safeguarding Children and Young People Policy pages 11 to 15 – Annexure B: Child/Young Person Safe Practices

Adopted 23 April 2024

Reason for update:

New – to reflect Orienteering Australia National Integrity Framework and associated policies