



# Code of Conduct

## Context

Carey United Soccer Club (CUSC) is a sporting club forming part of Carey Community Resources Ltd that operates primarily from the Carey Baptist College campus grounds and facilities in Harrisdale.

CUSC is operated by volunteers from the local community who may or may not be connected in some way with Carey Baptist College or other Carey Group entities but because of the common use of the name Carey and the close relationship between the club and the Carey Group entities, it is important that the values, policies and accountability expectations of CUSC are aligned with the Carey Group.

CUSC uses Carey Baptist College's sporting grounds and facilities, not just on weekends for games, but during after school hours for training. Many of CUSC's players and volunteers attend Carey Baptist College and/or are involved in other parts of the Carey Group.

This document outlines the Code of Conduct that applies to all CUSC Committee members..

## Code of Conduct

### Expectations

- Actively and openly support CUSC aims of ***participation, good sportsmanship, developing friendships through being part of a team, skill development and having fun through exercise.***
- Conduct themselves both personally and professionally in a manner that upholds the reputation and responsibilities of CUSC;
- Act ethically and responsibly;
- Comply with relevant CUSC policies and procedures;
- Be accountable for their actions and decisions;
- Perform their duties to the best of their ability and be accountable for your performance; and
- Ensure that their conduct is consistent with the ethos of CUSC and does not damage the reputation of CUSC.

### Reporting Responsibilities

You must report as soon as possible to the CEO, Carey Group if you are charged with, or convicted of any offence; become the subject of a Restraining Order; or if you are aware of any breaches to this Code.

## **Duty of Care**

You may have a duty of care to CUSC participants in your charge to take all reasonable steps to protect them from risks of harm that can be reasonably predicted. This duty encompasses a wide range of matters, including (but not limited to):

- the provision of adequate supervision of club activities;
- ensuring grounds, premises and equipment are safe for participants' use;
- implementing strategies to prevent bullying from occurring during CUSC events and activities;
- Ensuring that suitable medical assistance or support is available for a participant(s) who is injured or becomes sick during CUSC events or activities; and
- Ensuring an emotionally and culturally appropriate environment and engagement occurs;
- Ensuring that officials, volunteers, and parents are aware of the mutual obligations and responsibilities in participating in the CUSC activities

Duty of Care requires everyone to play their part in appropriate risk management to reduce the risk of injury or harm. Preventative measures should be taken against risks from known hazards and from foreseeable risk situations.

## **Maintain Professional Relationships**

CUSC expects Committee Members to honour the worth in each individual and therefore, to treat each other with respect, kindness and courtesy and to act with humility and courage. Committee Members' interaction with others when representing CUSC reflects CUSC's reputation as a community organisation and, to this end, Committee Members are expected to be approachable, respectful, courteous and compassionate in dealing with colleagues, participants, and members of the community.

## **Protection of Children and Vulnerable Individuals**

- You are expected to always behave in ways that promote the safety, welfare and well-being of children and young people. You must actively seek to prevent harm to children and young people, and to support those who have been harmed;
- You will be required to prevent situations occurring where you would be alone in an enclosed space with a participant who is under 18;
- Physical contact with persons under 18 needs to be developmentally and culturally appropriate for the individual participant. This may include a handshake, high five, pat on the shoulder or brief sideways hug as long as the participant is comfortable with this action. You will ensure that the clubs activities and events are organised and administered in such a way as to ensure that persons under 18 are protected from harm and inappropriate physical contact;
- You may not develop a relationship or have communications with any participant that is, or that could be interpreted as having a personal rather than a professional interest in a participant that is under the age of 18;
- You will be required to hold a current Working with Children Card and have a satisfactory police record check free from any offences against children.



- If you have any concerns regarding the welfare of a child, particularly relating to any form of abuse or neglect please report it to the Department of Communities on 1800 273 889 or email: [cpduty@communities.wa.gov.au](mailto:cpduty@communities.wa.gov.au)

### **Confidentiality and Privacy**

CUSC seeks to build open and effective lines of communication with colleagues, participants and their parents and/or caregivers that at all times, reflect integrity, respect and confidentiality;

- You may only use confidential information from CUSC for purpose for which it was intended; and
- Unless required to do so by legislation, you must not disclose or use any confidential information without the express permission of the CEO, Carey Group.

### **Alcohol, Drugs or Tobacco**

You must not:

- Attend any CUSC activities or events under the influence of alcohol, illegal drugs or non-prescribed and/or restricted substances;
- Consume alcohol, illegal drugs or non-prescribed, restricted or illegal substances while participating in any programs or activities;
- Smoke or permit smoking at any CUSC activity or event including buildings, enclosed areas or on grounds.

### **Electronic and Social Networking Communication**

CUSC may provide electronic communication facilities equipment for its volunteers for promotional or administrative purposes. CUSC may monitor and view data stored or transmitted using CUSC's facilities. You must:

- Report any situations where you become aware of the inappropriate use of electronic communication and social networking sites relating to the CUSC;
- Not invite participants who are under under 18 into your personal social networking site or accept invitations from participants who are under 18 to their personal social networking sites;
- Not use social networking sites to email or contact participants who are under 16.
- Not engage in any direct electronic communications, other than via approved CUSC platforms, for groups.

### **Copyright and Intellectual Property**

You must ensure that the intellectual property rights of others are not infringed and attribution is accorded where appropriate.

### **Dress Code Guidelines**

In considering what is appropriate, the following may be applicable:



- Attire should reflect the activity being undertaken, should minimise health and safety risk and model sunsmart behaviour.



### **Workplace Health and Safety**

CUSC expects volunteers to be aware of their own safety, to follow safety procedures and to report any incidents or accidents that may occur, to the Carey Group Director of Business.

### **Breaching the Code**

As a CUSC volunteer, you hold a position of trust and are accountable for your actions. You are required to report all objectively observable behaviour that is not permitted by this Code, other than those subject to mandatory reporting obligations, to the CUSC President, or, if not appropriate to do so, to the CEO, Carey Group.