



# Penshurst West FC

## Codes Of Conduct

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### PLAYERS

- Play by the rules.
- Discuss disagreements with your team officials at the appropriate time.
- Do not undermine team officials, team mates or match officials.
- Adhere to PWFC Codes of Behaviour policy (as mentioned overleaf). I understand that abuse of match officials, verbal or physical, will not be tolerated and could lead to suspension or expulsion from the club and further action from SGFA.
- Adhere to the PWFC spectator and player behavior policy (as mentioned overleaf).
- Adhere to the PWFC electronic communication policy (as mentioned overleaf).
- Team shirts remain the property of PWFC and must be returned when requested.
- Players who do not return club property will be declared unfinancial and will be unable to play for any club until the property is returned or paid for.

### RTO's

- Ensure that all players are treated equally.
- Read and understand the RTO Handbook and SGFA Bye-laws.
- Discuss disagreements with your players at the appropriate time.
- Adhere to PWFC Codes of Behaviour policy (as mentioned overleaf). I understand that abuse of match officials, verbal or physical, will not be tolerated and could lead to suspension or expulsion from the club and further action from SGFA.
- Adhere to PWFC RTO's Code of Behaviour policy (as mentioned overleaf).
- Adhere to the PWFC electronic communication policy (as mentioned overleaf).
- Co-operate with Ground Controller if asked individually/or as a team to offer assistance e.g. field set up.
- Ensure that someone involved with my team is asked to act as crowd controller and wears the 'Stewards' vest at all games home and away.

### PARENTS

- Encourage children to participate but do not force them. Their enjoyment is the most important thing.
- Encourage children to accept the result with good grace, win, draw or lose.
- Never ridicule or yell at a child on either side for making a mistake.
- Do not question team officials in public. If you have a problem regarding the team discuss the problem with the RTO at an appropriate time. If you are not satisfied after speaking to the RTO, you should put your concerns in writing to the Secretary. Never undermine team officials.
- Adhere to PWFC Codes of Behaviour policy (as mentioned overleaf). I understand that abuse of match officials, verbal or physical, will not be tolerated and could lead to suspension or expulsion from the club and further action from SGFA.
- Adhere to the PWFC spectator and player behavior policy (as mentioned overleaf).
- Adhere to the PWFC electronic communication policy (as mentioned overleaf).
- Adhere to the PWFC parents' responsibility for picking up and dropping off children policy (as mentioned overleaf).
- Co-operate with team official if asked individually/or as a team to offer assistance e.g. field set up.



# Penshurst West FC

## Codes Of Conduct

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I understand that PWFC aims to set out minimum standards of behaviour for anyone involved in the club whether they are players, registered team officials or parents. As such the policies listed below are required to be read prior to the signing of this document. For those registering online electronic copies of the policies listed below can be found on the club website at [www.penshurstwestfc.com.au](http://www.penshurstwestfc.com.au)

Penshurst West Football Club Policy	✓ Tick
Codes of behaviour	
RTO's code of behaviour	
Spectator and player behaviour	
Electronic communication	
Parents' responsibility for picking up and dropping off children	
Including people with disability	

### DECLARATION

I, ..... declare that I have read and understood the policies relevant to my position in the club and will abide by them as a member of Penshurst West Football Club.

Signature:

Date:

If under 18 years of age, parent/guardian:

Signature:

Date:



# Penshurst West FC

## Codes of Behaviour Policy



This Code of Behaviour aims to set out the minimum standards for anyone involved in sport. It should apply when playing, training or taking part in club-sanctioned activities.

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Show respect and courtesy to all involved with the sport.
- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Respect the decisions of officials, coaches and administrators.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Display appropriate and responsible behaviour in all interactions.
- Display responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Do not tolerate abusive, bullying or threatening behaviour.

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# Penshurst West FC

## Codes of Behaviour Policy



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### Athletes

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Play by the rules and show respect for other players, coaches and officials.

### Coaches

- Place the safety and welfare of the athletes above all else.
- Help each person (athlete, official, etc.) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of young players.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.

### Officials

- Place the safety and welfare of the athletes above all else.
- Ensure all players are included and can participate, regardless of their race, gender, ability, cultural background, sexuality or religion.
- Be consistent, impartial and objective when making decisions.
- Address unsporting behaviour and promote respect for other players and officials.



# Penshurst West FC

## Codes of Behaviour Policy



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### Administrators

- Ensure quality supervision and instruction for players.
- Support coaches and officials to improve their skills and competencies.
- Act honestly, in good faith and in the best interests of the sport as a whole.
- Ensure that any information acquired or advantage gained from the position is not used improperly.
- Conduct club responsibilities with due care, competence and diligence.

### Parents

- Encourage your child to participate, do their best and have fun.
- Focus on your child's effort and performance, rather than winning or losing.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Help out the coach or officials at training and games, where possible.
- Model appropriate behaviour, including respect for other players and officials.

### Spectators

- Respect the effort and performances of players and officials.
- Reject the use of harassment, bullying or violence in any form, whether by other spectators, coaches, officials or athletes.

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# Penshurst West FC

## RTO's Code of Behaviour Policy



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### Safety and Health of Participants

- Place the safety and welfare of the participants above all else.
- Be aware of and support the sport's injury management plans and return to play guidelines.

### Coaching Excellence

- Help each person (athlete, official, etc) to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each participant as an individual.
- Obtain appropriate qualifications and keep up-to-date with the latest coaching practices and the principles of growth and development of participants.

### Honour the Sport

- Act within the rules and spirit of your sport.
- Promote fair play over winning at any cost.
- Respect the decisions of officials, coaches and administrators.
- Show respect and courtesy to all involved with the sport.
- Display responsible behaviour in relation to alcohol and other drugs.

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# Penshurst West FC RTO's Code of Behaviour Policy



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## Integrity

- Act with integrity and objectivity, and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a harassment-free environment.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.
- Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development.
- Be honest and do not allow your qualifications or coaching experience to be misrepresented.
- Never advocate or condone the use of illicit drugs or other banned performance enhancing substances or methods.
- Never participate in or advocate practices that involve match fixing.

## Respect

- Respect the rights and worth of every person, regardless of their age, race, gender, ability, cultural background, sexuality or religion.
- Do not tolerate abusive, bullying or threatening behaviour.

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# Penshurst West FC

## Spectator & Player Behaviour Policy



### Our Commitment

Our club is committed to providing a safe environment for participation. Aggressive, threatening or other inappropriate behaviour by members, their families, their friends, and other sporting personnel while attending a game or event will not be tolerated.

These behaviours are outlined in our Code of Behaviour and specifically include:

- Using bad language
- Harassing or ridiculing players, coaches, officials or other spectators
- Making racist, religious, sexist or other inappropriate comments to players, coaches, officials or other spectators
- Any threatening behaviour or physical altercation between spectators and players, coaches, officials or other spectators
- Putting undue pressure on children, berating them or putting down their performance
- Drinking at a game or training or being drunk at a club event.

### What We Will Do

- Provide members, their parents and other sporting personnel with our Code of Behaviour and make clear what is expected and the consequences of non-compliance.
- Where possible, bind non-members by prominently displaying conditions of entry to grounds and facilities and by requiring parents to abide by club rules (e.g. by making parents associate members, signing our Code of Behaviour).
- Reinforce messages of fair and respectful behaviour by displaying signs and posters around our facilities and providing information on our website, in our newsletter and through other club communication.
- Encourage our coaches and officials to complete training to develop their skills and confidence.

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# Penshurst West FC

## Spectator & Player Behaviour Policy



- Consult with our local police and seek their support and advice on how to handle issues involving inappropriate behaviour by spectators prior to, at or after a game.
- Encourage the reporting of incidents and investigate inappropriate behaviours as outlined in this policy and take disciplinary or whatever other actions as are deemed necessary (e.g. appoint a ground official to monitor behaviour).
- Encourage our players, coaches, officials and spectators to call the police if they are concerned about escalating behaviour and their safety or the safety of others.

### What We Ask You To Do

- Help create a positive atmosphere for players, officials and other spectators by showing respect for players, officials and other spectators.
- Abide by our club's Code of Behaviour and refrain from using bad language, harassing or ridiculing others or behaving in a threatening or violent manner.
- If you are aware of inappropriate spectator behaviour and you feel confident to do so, speak with the person and ask them to stop. If there is a ground official or committee member present, ask for their assistance.
- Report any inappropriate spectator behaviour to the club president or someone in a position of authority.
- Call the police or a club official if you are concerned for your safety or the safety of others.

### Non-Compliance

Parents or others found to have behaved inappropriately, and who are associate members or have agreed to abide by our club's Code of Behaviour and this policy, may face disciplinary action as outlined in our Member Protection Policy.

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# Penshurst West FC

## Electronic Communication Policy



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### Our Commitment

Electronic communication is essential for sharing club news and information with our members. Our communication will be timely, appropriate and related to club business.

### What We Will Do

We use a range of electronic tools to communicate with our members.

Our communication will protect members' privacy, maintain clear boundaries and ensure that bullying and harassment does not occur.

A webmaster will be appointed to provide accountability and control over material published on our club's website and any related discussion groups or social media websites, such as Facebook, YouTube or Twitter.

### Website

- Our website will include current information on competitions, social events, committees, policies, constitution, rules and by-laws.
- No offensive content or photos will be published.
- If we intend to publish a photo of a child, we will first seek permission from his or her parents and take care not to provide identifying information.
- We will seek feedback from members to improve the information available on the site.

### SMS and email

Committee members, coaches and team managers may use SMS and email to provide information about competition, training, club-sanctioned social events and other club business, however:

- SMS messages should be short and about club/team matters
- email communication will be used when more information is required
- communication involving children will be directed through their parents.

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# Penshurst West FC

## Electronic Communication Policy



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### Social media websites (including PWFC page and personal team groups)

- We treat all social media postings, blogs, status updates and tweets as public 'comment'.
- Postings (written, photos or videos) will be family-friendly and feature positive club news and events.
- No personal information about our members will be disclosed.
- No statements will be made that are misleading, false or likely to injure a person's reputation.
- No statements will be made that might bring our club into disrepute.
- Abusive, discriminatory, intimidating or offensive statements will not be tolerated. Offending posts will be removed and those responsible will be blocked from the site.

### What we ask you to do

We expect our members to conduct themselves appropriately when using electronic communication to share information with other members or posting material on public websites connected to the club.

#### Electronic communication:

- Should be restricted to club matters
- Must not offend, intimidate, humiliate or bully another person
- Must not be misleading, false or injure the reputation of another person
- Should respect and maintain the privacy of members
- Must not bring the club into disrepute.

Coaches and others who work with children and young people must direct electronic communication through the child's parents.

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# Penshurst West FC

## Electronic Communication Policy



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### Non-compliance

Members may face disciplinary action for sending inappropriate electronic communication or posting online content or comments that harass, offend, intimidate or humiliate another member, as outlined in our member protection policy or code of conduct.

Under certain circumstances, cyber bullying (e.g. bullying that is carried out through an internet service such as email, a chat room, discussion group, instant messaging or website) is a criminal offence that can be reported to the police.

In addition, members who publish false or misleading comments about another person in the public domain (e.g., Facebook, YouTube or Twitter) may be liable for defamation.



Penshurst West FC

# Parent's Responsibility For Picking up Children and Dropping Off Policy



## Our Commitment

Our club is committed to providing a safe environment for the participation of children and young people. Part of this is ensuring that children and young people are not left alone after practice or games.

## What We Will Do

- Make sure parents/guardians and children know the time and location of practice and games and when they can expect to collect their children.
- Request coaches and other sporting personnel to arrive before scheduled practice or game times.
- Give coaches a register of parent/guardian emergency contact numbers and make sure they have access to a phone.
- Ensure that if parents/guardians are late, coaches will try to make contact with them and:
  - ask the second to last child and their parent/ guardian to wait with the coach/official and the child
  - get parents/guardians to collect their children from the club room (e.g. if there is a club room where other people will be).
  - avoid transporting children to their homes unless permission has been given by parents/guardians.

## What We Ask You To Do

- Pick your children up on time or make other arrangements.
- Inform the coach about any changes in arrangements for picking up your child.

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# Penshurst West FC

## Including People With Disability Policy



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### Our Commitment

Our club welcomes all members of the community, regardless of their abilities. We will include people with disability in our club in both playing and non-playing roles to the greatest extent that we can.

We will endeavour to make our club as accessible as possible, based on our state sports policy on inclusion, the ability of individuals involved in our club, the type and level of competition (e.g., junior versus senior competition and social versus pennant) they want to join and our capacity to make modifications that promote inclusion.

### What We Will Do

- Put people first, focus on what they can do and find out how they want to participate.
- Ask each individual - and their parents if the participant is a child - for their advice about what modifications would help them to participate.
- Where possible, make adjustments to our coaching, equipment, rules or playing environment and modifications to club premises (e.g. putting in a ramp).
- Be honest and explain if certain modifications or adjustments are not currently possible.
- Communicate with people and share club information in appropriate ways and formats.
- Expect all members of our club to accept and welcome people with disability.
- Make sure people of all abilities are included in our club's social activities and are recognised for their contribution and achievement.
- Have strong policies to ensure that people can play sport and participate in our club without discrimination, harassment or bullying.

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# Penshurst West FC

## Including People With Disability Policy



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- Provide information about other options for participation outside our club; for example, letting people know about sports that are primarily or only for people with disability, or clubs where major modifications have been made to increase opportunities for participation.

### What We Ask You To Do

If you have a disability:

- Tell us what we can do to help include you in our club
- Understand that we will do our best to make any necessary adjustments or modifications
- Talk to us if you have any concerns or ideas to help us make our club more inclusive.

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