



# Melbourne East Netball Association

Registration No: A0011747L ABN 54 201 268 575

## Administrator Code of Behaviour

Correspondence to: PO Box 613, Heathmont. 3135

Email: [admin@menanetball.com.au](mailto:admin@menanetball.com.au)

MENA Mobile: 0402 777 875

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The Victorian Code of Conduct for Community Sport outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated. Every person – spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- Inclusion of every person regardless of their age, gender or sexual orientation.
- Inclusion of every person regardless of their race, culture or religion.
- Opportunities for people of all abilities to participate in the sport and develop to their full potential.
- Respect is shown towards others, the club and the broader community.
- A safe and inclusive environment for all.
- Elimination of violent and abusive behaviour.
- Protection from sexual harassment or intimidation.

This Code applies to community sport, training and club sanctioned activities.

### **CODE OF BEHAVIOUR – GENERAL**

As a person required to comply with this Regulation, you must meet the following requirements in regard to your conduct during any activity held or sanctioned by Netball Victoria, a Region, an Affiliated Association or an Affiliated Club:

1. Fully comply with the Child Safety in Netball Code of Conduct. Code is available on <http://www.menanetball.com.au/files/42293/files/Documents/Child-Safety-Code-of-Conduct---28-October-2016-2c3d.pdf>
2. Respect the rights, dignity and worth of others.
3. Be fair, considerate and honest in all dealings with others.
4. Be professional in, and accept responsibility for your actions.
5. Make a commitment to providing quality service.
6. Be aware of, and maintain an uncompromising adherence to Netball Victoria's standards, rules, regulations and policies.
7. Operate within the rules of the sport including state guidelines which govern Netball Victoria, the Regions, the Affiliated Associations and the Affiliated Clubs.
8. Do not use your involvement with Netball Victoria, a Region, an Affiliated Association or an Affiliated Club to promote your own beliefs, behaviours or practices where these are



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inconsistent with those of Netball Victoria, a Region, an Affiliated Association or an Affiliated Club.

9. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
10. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
11. Refrain from any behaviour that may bring Netball Victoria, a Region, an Affiliated Association or an Affiliated Club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of this Code of Behaviour.

### **CODE OF BEHAVIOUR – ADMINISTRATOR**

In addition to Netball Victoria's General Code of Behaviour, you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of Netball Victoria, a Region, an Affiliated Association or an Affiliated Club. This also applies in your role as an administrator of Netball Victoria, a Region, an Affiliated Association or an Affiliated Club:

1. Be fair, considerate and honest in all dealings with others.
2. Be professional in, and accept responsibility for your actions. Your language, presentation, manners and punctuality should reflect high standards.
3. Resolve conflicts fairly and promptly through established procedures.
4. Maintain strict impartiality.
5. Be aware of your legal responsibilities.
6. Develop a positive sport environment by allowing for the special needs of the players (especially children), by emphasising enjoyment and by providing appropriate development and competitive experiences.
7. Involve players in the planning, leadership, evaluation and decision making relating to the activity.
8. Ensure activities, equipment and facilities are safe and appropriate to the ability level of participating players. Activities, rules, equipment, lengths of games and training



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schedules should take into consideration the age, ability and maturity level of participating players.

9. Ensure that everyone (administrators, coaches, players, umpires, parents, spectators, sponsors and physicians) emphasise fair play in netball activities and games.
10. Where appropriate, distribute a Code of Behaviour sheet to coaches, players, umpires, parents, spectators and the media.

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### **GENERAL DUTIES OF A COMMITTEE MEMBER**

1. As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
2. The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
3. Committee members must exercise their powers and discharge their duties with reasonable care and diligence.
4. Committee members must exercise their powers and discharge their duties—
  - (a) in good faith in the best interests of the Association; and
  - (b) for a proper purpose.
5. Committee members and former committee members must not make improper use of—
  - (a) their position; or
  - (b) information acquired by virtue of holding their position—so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

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### **CONFLICT OF INTEREST**

1. A committee member who has a material personal interest in a matter being considered at a committee meeting must disclose the nature and extent of that interest to the Committee.
2. The member—
  - a. must not be present while the matter is being considered at the meeting; and
  - b. must not vote on the matter.
    - i. **Note**
    - ii. Under section 81(3) of the Act, if there are insufficient committee members to form a quorum because a member who has a material personal interest is disqualified from voting on a matter, a general meeting may be called to deal with the matter.
3. This rule does not apply to a material personal interest—
  - a. that exists only because the member belongs to a class of persons for whose benefit the Association is established; or
  - b. that the member has in common with all, or a substantial proportion of, the members of the Association.

### **CONFIDENTIALITY**

1. A committee member must keep confidential information provided to them by the Association, in their capacity as a member of the Committee.
2. Information provided to a committee member to assist them to exercise their role, duties and functions as a committee member will remain the exclusive property of the Association and will only be used by a committee member for a permitted purpose.



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### Committee and Administrator Agreement

I, \_\_\_\_\_ of \_\_\_\_\_ Club,

have read, understand and agree to abide by the Administrator Code of Behaviour; conflict of interest and confidentiality agreement.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_