

## **PART D : ROLE SPECIFIC CODES OF CONDUCT**

### **Table Tennis NSW Incorporated - Ethics in Sport - Code of Behaviour**

#### **The Essence of Australian Sport - Code of Behaviour**

#### **Compiled without prejudice**

#### **D1 : General**

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Comply with the constitution, regulations and policies of Table Tennis NSW
- Be ethical, fair and honest in all their dealings with all persons involved in the sport of table tennis and Table Tennis NSW
- 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.
- Display control and courtesy to all involved with the sport.
- Set a positive example to all persons involved in the sport of table tennis in encouraging them to exercise a high level of good behaviour and sportsmanship.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt 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 harmful or abusive behaviours.
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#### **D2 : Athletes**

- Give your best at all times.
- Participate for your own enjoyment and benefit.
- Observe all reasonable directions of persons appointed by Table Tennis NSW in managing a team or squad
- Abide by the decisions and, to the best of their ability, instructions of Table Tennis NSW appointed coaches and officials during training and events or whilst preparing as members of that team or squad
- Conduct themselves so as to obtain and maintain their best possible mental and physical fitness and health to perform their duties to the best of their ability
- Maintain high standards of punctuality, team preparation and personal presentation
- Use all reasonable endeavours to promote the success and reputation of their team or squad, Table tennis NSW and the sport of table tennis
- Respect and abide by the laws and customs of places they visit.
- Junior Representative athletes are to comply with the Conditions of Participation consent form
- Representative athletes are to comply with clause 7.3 of the TTNSW Member Protection Regulation

#### **D3 : Coaches**

- Place the safety and welfare of the athletes above all else.
- Respect the rights, dignity and worth of persons involved in the sport of table tennis
- Ensure that player's time spent with the coach or official is a positive one
- Treat each player as an individual
- Be fair, considerate and honest with players do not allow your qualifications to be misinterpreted

- Be professional and accept responsibility for their actions
- Make a commitment to providing quality service to players under their care or control
- Operate within the rules and spirit of the sport of table tennis
- Ensure that physical contact with players is appropriate to the situation and necessary for the players skill and development
- Refrain from any form of personal abuse of players
- Provide a safe environment for training and competition
- Show concern and caution towards sick and injured players
- Be a positive role model for the sport of table tennis and players
- Help each person (athlete, official etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.

#### **D4 : Officials**

- Place the safety and welfare of the athletes above all else.
- Be consistent and impartial when making decisions.
- Address unsporting behaviour and promote respect for all people.
- Accept responsibility for all actions taken
- Be courteous, respectful and open to discussion and interaction
- Value the individual in sport
- Seek continual self – improvement through study, performance appraisal and regular updating of competences
- Encourage inclusivity and access to all areas of officiating
- Be a positive role model in behaviour and personal appearance
- Refrain form any form of personal abuse of players
- Refrain form any form of harassment of players
- Show concern and caution towards sick and injured players

#### **D5 : Administrators**

- 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 your responsibilities with due care, competence and diligence.
- Do not allow prejudice, conflict of interest or bias to affect your objectivity.
- Accept responsibility for all actions taken
- Be impartial
- Be courteous, respectful and open to discussion and interaction
- Value the individual in sport
- Seek continual self – improvement through study, performance appraisal and regular updating of competences
- Encourage inclusivity and access to all areas of officiating
- Be a positive role model in behaviour and personal appearance

#### **D6 : Parents**

- Encourage children to participate and have fun.
- Focus on the 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.
- Be courteous, respectful and open to discussion and interaction
- Refrain from any form of harassment of players, coaches officials or administrators
- Do not sledge opponents, officials, coaches or administrators
- Refrain form any form of personal abuse to players, officials, coaches or administrators
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost
- Display control and courtesy to all involved with the sport
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## **D7 : Spectators**

- Respect the performances and efforts of all people.
- Reject the use of violence in any form, whether it is by spectators, coaches, officials or athletes.
- Never ridicule or yell at a child for making a mistake or losing a competition.
- Be courteous, respectful and open to discussion and interaction
- Do not sledge opponents, officials, coaches or administrators
- Refrain form any form of personal abuse to players, officials, coaches or administrators
- Set a positive example to all persons involved in the sport of table tennis in encouraging them to exercise a high level of good behaviour and sportsmanship.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost
- Display control and courtesy to all involved with the sport

## **D8 : Directors of TTNSW**

### **1. INTRODUCTION**

These guidelines are designed to provide guidance to Directors in carrying out their duties and responsibilities effectively.

### **2. ATTENDANCE TO DUTIES**

Directors should carefully and diligently attend to the performance of their duties and the exercise of their powers as Directors.

Directors should use their skills and experience to the best advantage of Table Tennis NSW Inc (TTNSW).

Directors should use their best efforts to ensure that TTNSW is properly managed and constantly improved to best meet its objectives.

Directors should attend all Board meetings.

Directors should ensure that they are fully informed about the activities and affairs of TTNSW.

Directors should:

- (a) support the decisions of the Board and TTNSW at properly constituted meetings, even if the Director did not (and perhaps still does not) personally support the decision;
- (b) be frank and honest in their official dealings with each other;
- (c) ensure proper management of TTNSW's resources so that the objectives of the TTNSW are met in a timely manner; and
- (d) deal impartially, and without self interest or outside influences, with the interests of all parties with whom TTNSW deals.

### **3. INTERESTS OF TTNSW AND MEMBERS OF TTNSW**

Directors should perform their duties and exercise their powers in the best interests of TTNSW and all of its members, while at the same time having proper regard for the interests of all stakeholders.

Directors should perform their role objectively and impartially, to ensure that all members of TTNSW are treated fairly and equitably.

Directors should ensure that they do not act in any manner that may reasonably be expected to have adverse implications for TTNSW or its members.

### **4. CONFIDENTIALITY**

Directors should maintain the confidentiality of matters discussed at Board meetings, and of information acquired by virtue of their position as a Director.

Directors must not disclose or allow to be disclosed to any other person any such information which is not already known to the other person unless the disclosure has first been authorised by the Board.

Where confidential information is provided to a Director, care must be taken to ensure that the information is kept secure. If such information is to be disposed of by a Director, it must be destroyed.

Confidential information available to Directors must be used only in ways which are consistent with the obligations of Directors to act impartially, with integrity and in the public interest, and must not be used to obtain any advantage, whether direct or indirect, for themselves or any other person or body.

As a general rule it is the role of the President and/or the Secretary to make public comment in accordance with TTNSW policies. Where appropriate, the President should inform the Secretary of any comment that should be made.

Directors (other than the President) should refrain from any public comment regarding the considerations and determinations of TTNSW, unless authorised by the Board to do so.

## 5. USE OF INFORMATION OR POSITION

Directors should not use information acquired by virtue of their position as a Director for any purpose other than to perform their duty as a Director.

Directors should not use their position as a Director to gain, directly or indirectly, a personal advantage or an advantage for any associated person, or which might cause detriment to TTNSW or its members.

## 6. MAINTENANCE AND PROMOTION OF PUBLIC CONFIDENCE

Directors should not engage in conduct likely to bring discredit upon TTNSW, or otherwise diminish the confidence of the public generally, or of members and other stakeholders in TTNSW.

Directors should not make any public comment or statement that is critical of, or otherwise calls into question, any decision made by the Board.

Directors should report to the President any actions by others that may adversely affect, either directly or indirectly, the public confidence in the Board and TTNSW.

Directors must not allow themselves to be subject to conduct by persons that may adversely affect, either directly or indirectly, the honest and impartial exercise of their official functions.

Directors must avoid giving the indication that gifts, gratuities or hospitality relating to their membership of the Board should be accepted, either for themselves or any other person or body, or that these may influence decisions.

Directors may accept only token gifts and modest hospitality.

If any gift, gratuity or hospitality of other than a token kind is offered, full and prompt disclosure must be made to the President or Board.

All reasonably suspected cases of conduct that could directly or indirectly affect the honest or impartial exercise of their official functions as Directors must be reported promptly in writing to the President.

## 7. CONFLICTS OF INTEREST

Directors should at all times give primacy to the interests of TTNSW, and should not allow their personal interests, or the interests of any associated person or Association, to conflict with those of the TTNSW. It is recognised that Directors may well also have obligations to association or local table tennis bodies. These will normally create a coincidence of interest rather than a conflict of interest.

Directors should ensure that in any circumstances where a conflict between their personal interests and those of TTNSW may arise, the affected Director should:

- (a) immediately disclose the nature of that conflict to the President; and
- (b) not be present during discussion of the matter by the Board or vote in respect of the matter; and
- (c) accept the directions of the Board in respect of the resolution of the conflict.

Conflicts of interest should be assessed in terms of the likelihood that Directors possessing a particular interest could be influenced, *or might appear to be influenced*, in the performance of their duties or in respect of any other matter.

At all times a Director must be able to act in the interests of TTNSW as a whole. The interests of associates, affiliates and personal interests of the Director or the Director's family must not be allowed to prevail over those of TTNSW.

Where a conflict or apparent or potential conflict does arise, the Director must immediately advise the Board (through the President) of the nature of the conflict or apparent or potential conflict, and refrain from participating in the debate or from voting on the matter. In an extreme case, the Director should consider whether to resign from the Board. The President is available to discuss potential conflicts of interest with Directors. The potential for conflicts arising from directorships on other Boards should be advised at the time a potential conflict becomes apparent.

Full disclosure of conflicts or apparent or potential conflicts must be made to the Board meeting at which the conflicting matter arises.

After a Director has disclosed an interest, the Director shall not, unless the Board otherwise determines, be present during any deliberation of the Board or take part in any decision of the Board with respect to that matter.

## 8. DISCLOSURE OF INTERESTS

Each Director should, no later than the first meeting of the Board after the Director is appointed, provide to the President and Secretary a complete listing of the Director's interests in any businesses that may have dealings with TTNSW. The listing should include indirect interests such as those of the Director's immediate family, and

interests held by companies, trusts and partnerships in which the Director or the Director's family has an interest. The listing should be kept up-to-date.

The disclosure of Director's interests in businesses that have dealings with TTNSW is an important positive demonstration of the commitment of Directors to avoiding conflicts of interest, and of their dedication to the best interests of TTNSW.

The President and Secretary should review the listing of Directors' interests, but shall keep that listing confidential, including from the Board, unless the President or Secretary believes that a matter has come before the Board that involves a conflict of interest.

In that circumstance, the President should speak to the Director, and advise the Director to disclose that interest to the meeting.

The President and Secretary should not disclose the information to the Board unless either of them believes that the Director has a conflict of interest that the Director has not disclosed, in which case he or she would make that disclosure.

The list of disclosures of interest is not to be made available for inspection by members of TTNSW or the public generally, but is to remain confidential to the President and Secretary and, in the unusual circumstances outlined above, the Board.

## **9. OBTAINING ADEQUATE INFORMATION**

To enable Directors to be fully effective they need access to sufficient, reliable information.

Directors should insist that sufficient detail is made available to them ahead of time to allow proper consideration prior to meetings of the Board.

A Director who is not satisfied that sufficient information is being brought forward to enable his or her duty of care to be exercised must take positive action to persuade a majority of the Board to require additional information to be provided. What is required should be specified. If the Board agrees that further information is required, then it may request that information from the Secretary .

To enable Directors to discharge their fiduciary duties properly it may be necessary for them to be provided with expert advice. Such advice should be as objective and independent as possible.

Given the varying backgrounds, qualifications and experience of Directors, it is desirable that they should undertake induction into the Board, its rules and legislative environment. It is desirable that Directors with no previous Board experience should undertake suitable training.

## **10. DISSENT**

Directors should recognise that their responsibilities to their colleagues and TTNSW require that, where disagreement occurs, every effort must be made to resolve the issue and avoid dissension.

Nevertheless, there may be times when a Director feels so strongly about a matter of principle that the Director is unable to acquiesce in a decision of the Board. In such cases the Director should consider taking some or all of the following steps:

- making the extent of the dissent and its possible consequences clear to the Board as a means of seeking to influence the decision;
- asking for additional legal, accounting or other professional advice;
- asking that the decision be postponed to the next meeting to allow time for further consideration and informed discussion;
- recording of dissent in the Minutes; and/or
- tabling a statement of dissent and asking that it be minuted.

Directors do not have the right to ignore or attempt to frustrate decisions of the Board, nor to pursue a private agenda, when they do not agree with the majority decision.

## **11. AGREEMENT**

I (name)\_\_\_\_\_ understand and agree to abide by the TTNSW Code of Conduct for Directors for the duration of my term as a member of the TTNSW Director . I have read and understood " ALL " TTNSW policies including the Member Protection Regulation and Privacy Policy and understand that this document is compiled without prejudice.

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