



SCHOOL SPORT VICTORIA

CODES OF CONDUCT – SSV EVENTS

THE RATIONALE

School Sport Victoria (SSV) is a child safe organisation.

SSV is responsible for the organisation and administration of school sport for member schools at the Primary and Secondary level. SSV currently conducts Championships in a number of sports at both Primary and Secondary levels.

These Codes of Conduct - SSV Events aim to ensure that the school sport experience conducted by SSV is an enjoyable, positive, and educative experience free from fear and intimidation. This should be read in conjunction with the [SSV Codes of Conduct – Child Safety](#).

The Codes of Conduct apply to all people involved in SSV activities including all the SSV Advisory Committee members, SSV staff, volunteers, agents, contractors, member schools, life members, ambassadors, teachers, coaches, sporting officials, parents, spectators, administrators and all other persons who are involved in supervising school sport.

THE POLICY

School Sport Victoria (SSV) is committed to safety, participation and empowerment of all children through participation in sport.

All SSV Advisory Committee members, SSV staff, volunteers, agents, contractors, member schools, life members, ambassadors, students, teachers, coaches, sporting officials, parents, spectators, administrators and all other persons who are involved in supervising school sport must abide by the [Codes of Conduct – Child Safety and the Codes of Conduct – SSV Events](#), which specifies the standards of conduct required when working with children. All SSV events will be conducted under the [Codes of Conduct – Child Safety and Codes of Conduct – SSV Events](#).

Any breaches of either Codes of Conduct policies will be dealt with under breaches and/or failure to comply sections of each policy.

SSV EVENTS CODES OF CONDUCT

PLAYERS/STUDENTS CODE OF CONDUCT

- a) Play for enjoyment.
- b) Play by the rules.
- c) Never argue with an official. If you disagree, have your captain or coach approach the official during a break or after the game.
- d) Don't be induced into 'throwing' a game for the benefit of another team or individual
- e) Control your temper. Verbal abuse of officials or other players, deliberately fouling or provoking an opponent and throwing equipment is not acceptable or permitted in any sport.
- f) Work equally hard for yourself and your team.
- g) Treat all players as you would like and expect to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- h) Co-operate with your coach, team-mates and be respectful of your opponents.
- i) Behave in a manner that respects the rights of others regardless of mediums of communication used including by social media, email, instant messaging and texting.
- j) Behave with courtesy and consideration for others. Violence, bullying, verbal intimidation, offensive or abusive behaviour and harassment on or off the playing field is not acceptable.

TEACHERS/SCHOOL VOLUNTEER CODE OF CONDUCT

- a) Be responsible for the behavior of the players under your duty of care both on and off the playing field.
- b) Model positive behaviour in all your interaction with students.
- c) Encourage students to develop basic skills in a variety of sports and discourage over-specialisation in one sport or in one playing position.
- d) Ensure that both skill improvement and appropriate sports behaviour are rewarded by positive statements and reflected in extrinsic rewards if appropriate.
- e) Ensure that adequate supervision is provided by qualified and competent coaches and appoint officials that capable of developing appropriate sports behaviour and skill technique.
- f) Create opportunities to teach appropriate sports behaviour as well as basic skills.
- g) Prepare students for inter-house and interschool competitions by first providing instruction in the basic sports skills.
- h) Maintain simple, plain, easily understood language.
- i) Provide appropriate induction to school volunteers about child safe and child friendly practices and other SSV policies.
- j) School volunteers - be a positive role model for other parents and comply with the reasonable instruction and guidance of teachers from your member school and other SSV supervisors.

COACHES AND MANAGERS CODE OF CONDUCT

- a) Follow the expectations as set out by SSV Codes of Conduct, Rules and Policies at all times.
- b) Be responsible for behavior of the players under your duty of care both on and off the playing field
- c) Be reasonable in your demands on player's time, energy and enthusiasm.
- d) Avoid over-playing the talented players. The "just-average" players need and deserve equal time.
- e) Ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
- f) Develop team respect for the ability of the opponents as well as for the judgment of officials and opposing coaches.
- g) Accept decisions of all umpires or referees as being fair and called to the best of their knowledge and ability.
- h) Do not criticise players in front of spectators but reserve constructive criticism in private or in the presence of the team.
- i) Do not criticise the opposing team or supporters by word or gesture.
- j) Set a good example in personal appearance and demeanour.
- k) Emphasise that the winning of a game is the result of "team work".
- l) Make every sporting activity serve as a positive training ground for life and as a basis for good mental and physical health.
- m) Place the welfare and development of the individual team, and of the child, above win and loss records.
- n) Maintain simple, plain, easily understood language.

OFFICIALS, UMPIRES, REFEREES CODE OF CONDUCT

- a) Be consistent, objective and courteous in the application of the rules and in calling all infractions.
- b) Modify rules and regulations to match the skill level of the competitors and their needs.
- c) Compliment both teams on their efforts.
- d) Condemn the deliberate foul as being unsporting and promote fair play and appropriate sports behaviour.
- e) Use common sense to ensure that the "spirit of the game" is not lost by overcalling violations.
- f) Publicly encourage rule changes, which will reinforce the principles of participation for fun and enjoyment.
- g) Actions speak louder than words. Ensure that both on and off the field your behaviour is consistent with the principles of good sportsmanship.
- h) Make a personal commitment to keep yourself informed of sound officiating principles and the principles of growth and development of children.

PARENTS AND OTHER SPECTATORS CODE OF CONDUCT

- a) Demonstrate appropriate social behavior by not using foul language, harassing players, coaches, officials or other spectators.
- b) Students play organised sport for enjoyment. They are not playing for the entertainment of spectators only, nor are they miniature professionals.
- c) Don't let your behavior detract from their enjoyment.
- d) Applaud good performance and efforts by your team AND the opponents. Congratulate both teams upon their performance regardless of the game's outcome.
- e) Respect the official's decision. If there is a disagreement, follow the appropriate procedure of the sport in order to question the decision and teach the children to do likewise.
- f) Never ridicule a player for making a mistake during a competition. Positive comments are motivating.
- g) Condemn the use of violence in any form, be it by spectators, coaches, officials or players.
- h) Show respect for your team's opponents. Without them there would be no game.
- i) Encourage players to play according to the rules and the officials' decisions.
- j) Behave in a manner that respects the rights of others regardless of mediums of communication used including by social media, email, instant messaging and texting.
- k) Behave with courtesy and consideration for others. Violence, bullying, verbal intimidation, offensive or abusive behaviour and harassment of others is not acceptable.

ADMINISTRATORS CODE OF CONDUCT

- a) Involve students in the planning, leadership, evaluation and decision making related to the activity.
- b) Ensure that equal opportunities for participation in sports are made available to all children, regardless of ability, size, shape, sex, age, disability or ethnic origin.
- c) Equipment and facilities must be safe and appropriate for the ability level of participating students.
- d) Rules, equipment, lengths of games and training schedules should take into consideration the age, ability and maturity of participating students.
- e) Remember that students should be encouraged to play for enjoyment.
- f) Avoid allowing sports programs to become primarily spectator entertainment. Focus on the needs of the participants rather than the enjoyment of the spectators.
- g) Provide clinics aimed at improving the standards of coaching and officiating, with an emphasis on appropriate sports behaviour and skill technique.
- h) Ensure that parents, coaches, sponsors, administrators, officials, physicians and participants understand their responsibilities regarding fair play in sports i.e., Playing by the rules of the sport and ensuring that conduct is just and equitable.
- i) Distribute a code of conduct sheet to coaches, players, spectators, teachers and officials.

FAILURE TO COMPLY WITH THE CODES OF CONDUCT

School Sport Victoria officers, event conveners, teachers, team coaches and managers will manage concerns about any failures to comply with the Codes by (but not limited to):

- Issuing warnings and reminders about the relevant behaviour expectations set out in the Codes and to ensure all parties have the opportunity for natural justice.

Where a concern is raised about a failure to comply with the Codes of Conduct – SSV Events doesn't give rise to an incident, suspicion or disclosure of child abuse or harm, the investigation and the disciplinary process will be managed in accordance with Breaches of Code of Conduct and Disciplinary Processes.

Regardless of whether there is an alleged breach of either Code of Conduct (Child Safety or SSV Events) the SSV CEO reserves the right to restrict the person's (including a student's) further involvement in SSV events (including Team Vic) until advice about an appropriate investigation process has been able to be considered, including seeking advice from the Department of Education and Training and where appropriate, Victoria Police.

Individuals who are alleged to have engaged in inappropriate behaviour may also be subject to action by their employer or relevant association or their relevant school.

BREACHES OF CODE OF CONDUCT AND DISCIPLINARY PROCESSES

BREACHES OF CODE OF CONDUCT BY STUDENTS

Where there is an allegation that a student has breached the Players/Student Code of Conduct, the SSV CEO will notify the student's school by email and ask the school to manage any enquiry and subsequent disciplinary consequence (if any), subject to SSV retaining the right to be informed of the outcome of that enquiry and the authority to exclude the student from a current or future SSV event for a period of time.

BREACHES OF CODE OF CONDUCT BY TEACHERS, COACHES AND MANAGERS, OFFICIALS, UMPIRES AND REFEREES (OFFICIALS) AND DISCIPLINARY PROCESS

Disciplinary Process for investigation of incidents

If an alleged breach of Code of Conduct – SSV Events occurs by an Official, the following process will occur:

1. The SSV Chief Executive Officer (CEO) will be provided with notified of the alleged breach via a written incident report and will determine the appropriate process for the investigation.
2. The SSV CEO will notify the provider of the Official, if it is a non-teacher (for example a State Sporting Organisation) to determine responsibility for the investigation of the incident disciplinary process.
3. Where it is determined that SSV will be responsible for the disciplinary process managing the process, the SSV CEO will notify the Official of the alleged breach that has occurred and that concerns have been raised about them.
4. The Official will be given the opportunity to respond to the allegations in writing to the SSV CEO within three days of this notification.
5. An investigation will occur within seven (7) days of receiving this notice of the alleged breach.
6. Where the SSV CEO is satisfied that it is 'most likely' that a breach has occurred, the SSV CEO may immediately intervene with a possible consequence. That is, if part of an SSV 'TeamVic' team, the Official may be sent home, or for a potentially criminal offence, have the matter referred to the police. If at an SSV interschool competition, the Official's Principal will be informed by the SSV CEO and will be asked to implement relevant workplace processes. In these cases a full written explanation of the reasons for the relevant action will be provided to the Official within 48 hours of

the action being taken. **The safety of children will be paramount in this process. At all times safety and welfare will be a priority.**

7. The SSV CEO may convene a Tribunal Hearing to further investigate the matter and to ensure all parties have an opportunity for natural justice.
8. SSV reserves the right to impose further sanctions if required

The SSV CEO, has the right to restrict the Official's immediate involvement in SSV activities pending a Tribunal Hearing where this is necessary to protect students from harm or otherwise appropriate taking into account the seriousness of the allegations.

Tribunal Process

1. The Tribunal Hearing shall consist of:
 - Chair: SSV Advisory Committee Chair (or nominee),
 - Secretary: SSV Chief Executive Officer **(minute taking role only)**
 - Panel Member: Nominated member of the SSV Tribunal and Appeals Panel.Each member on the Tribunal Hearing can appoint an appropriate alternate if necessary.
2. Prior to the Tribunal Hearing, witness reports from all parties concerned will be collected. These documents will be made available to the Official prior to the hearing. **The Official is not to make any contact with witnesses in regard to their reports.**
3. The breach and information about the hearing shall be sent to the Official as well as that person's Principal (if at a school).
4. The Official may bring a Support Person* with them to the hearing.
5. Following the hearing the Tribunal shall allow the Official three working days to respond to the written report which will indicate the outcome and the penalty to be applied if deemed necessary.

Procedure at Hearing

1. The Tribunal will call:
 - a. The reported Official
 - b. The Official's support person
 - c. The Convener of the day (if necessary)
 - d. Witnesses (if necessary)
2. The Tribunal Hearing Chair will inform the Official of the breach of the Code of Conduct that is being investigated
3. Witness reports will be tabled and referred to at the hearing.
4. If the Official feels it's necessary to call upon any of these witnesses during the hearing, then it is their responsibility to advise the Tribunal Chair before the commencement of the hearing. Similarly, if the Official intends challenging the validity of a report then it is their responsibility to also advise the Chair before the hearing commences.
5. The Official and their support person, as well as the Convener are present at all times during the hearing
6. The Convener is asked to deliver their version of the incident and is then questioned by the Tribunal Hearing.
7. The Official then gives their evidence with the Convener present and may be questioned by the Tribunal Hearing.
8. After the Tribunal Hearing Chair is satisfied that all evidence from the Official and Convener has been collected, witness reports will be tabled.

At this time, no further evidence from the Convener or Official will be accepted.

9. After witness reports are tabled and reviewed by the Tribunal with clarifying questions being asked of the Tribunal to the Official, if necessary, witnesses may be called.
10. After giving evidence and being questioned by the Tribunal, witnesses will be thanked and asked to leave without speaking to other witnesses.
11. The Tribunal Chair will invite the Official to sum up the evidence and speak on their behalf.
12. All parties will be asked to leave while the Tribunal determines a decision.

13. The Tribunal shall provide a decision in writing within 3 working days of the Tribunal hearing which will indicate the outcome and the penalty to be applied if deemed necessary.
14. The Official shall have three working days to respond to the written report.

Appeals Process Appeal against penalty imposed by School Sport Victoria:

1. Where a penalty has been imposed or confirmed by the Tribunal Hearing the Official has the right to appeal to the Appeals Board.
2. This Appeals Board will consist of a representative approved by the SSV Advisory Committee, the CEO's representative and one Principal class representative from a school in the same Region of the school.
3. Where an appeal is lodged, the Appeals Board shall arrange a time to meet with the Official to discuss the matter within 14 days.
4. At that meeting, the Official will be given an opportunity to indicate why he/she disagrees with the penalty.
5. At the conclusion of the meeting the Official or school will be informed of when a decision will be made.
6. That decision shall be communicated to the Official or school in writing, explaining what change (if any) has been made to the penalty.
7. All documentation tabled at the original Tribunal hearing relating to the appeal will be used with NO additional documentation added.
8. The documentation will remain strictly confidential
9. The Official or school will be given an opportunity to call witnesses and have a support person*
10. The decision of the Appeals Board is final.-Details of the procedures involved in an appeal to the Appeals Board will be provided to the Official on request.

***Role of support person during meetings**

An official who is the subject of a breach of the SSV Code of Conduct has the right to have a support person present at a tribunal hearing. If the Official chooses not to have a support person the process shall still continue. It should be minuted that the Official declined to have a support person present. The role of the support person is to provide professional and moral support to the Official concerned. He or she also acts as a witness or observer to the process. The support person cannot act as a witness to the breach being investigated. A support person may be a friend, colleague, relative or union/association representative. It is not appropriate for meetings to be unreasonably delayed due to the unavailability of an employee's support person. If this occurs, the employee should be advised to nominate another support person. If the support person is a professional advocate, this person should be advised that their role during the meeting is that of a support person and not an advocate. The representative may be used by the employee to provide legal or other advice to the employee, but this is a separate function from their role during the meeting. The support person may not disrupt the process, direct the process or otherwise interfere with the interview. If the support person has questions of substance (whether legal or procedural) that may interfere with the interview or disrupt the process, those questions should be raised at least three days prior to the interview or within 3 days of the interview. Subject to the note in italics below, if during a meeting, the support person wishes to comment or provide advice to the Official, the meeting should be adjourned. Should a support person attempt to intervene, direct the process or advocate on behalf of the employee, he or she should be warned that this contravenes the role of support person. If the support person persists, the support person may be asked to leave the meeting and the meeting may continue without them or be terminated and rescheduled. Note: In some meetings, the support person may have a valuable role in clarifying matters between the Tribunal Panel and the Official and the support person may speak to the Panel on behalf of the Official where the Chair of the Panel agrees. In such cases, the support person should not present arguments or opinion.

BREACHES OF CODE OF CONDUCT BY SPECTATORS AND DISCIPLINARY PROCESS

Disciplinary Process

If a breach of **Code of Conduct – SSV Events** occurs by a spectator, the following process will be followed:

1. If a breach has occurred, the Convener needs to find out the name and school, if relevant, of the parent/spectator and ask if a school representative is present at the event or Team Vic trials.
2. The Convener has the right to ask the parent/spectator to modify their behaviour whilst attending the SSV event or Team Vic trials as they are breaching the SSV Codes of Conduct.
3. The Convener has the right to ask the parent/spectator to leave the venue if the behaviour continues to breach the SSV Codes of Conduct.
4. The Convener has the right to call the police if the parent/spectator refuses to leave the venue or the behaviour becomes aggressive.
5. The Convener will notify the relevant Region School Sport Officer, State Programs Officer, Operations Manager or National Programs Manager (in the case of Team Vic trials) of the person's details, breach and actions taken. These must also be included in the Convener's report sent to SSV.
6. If identifiable, the Operations Manager or National Programs Manager of SSV will notify the principal of the school of the parent/spectator breach that has occurred.
7. The Principal will be asked to inform the parent/spectator he/she has breached the SSV Codes of Conduct
8. If the behaviour continues, SSV reserves the right to take action to ban the parent/spectator from some or all future SSV events.

IMPLEMENTATION

1. This policy reflects current practice
2. This policy is available on the SSV website
3. All schools and all coordinators will be notified of any changes via the SSV website, Social Media and the SSV eNewsletter

ENDORSEMENT

This policy was endorsed by the Director, Statewide Services Branch, Department of Education and Training in **April 2022**

REVIEW

This policy will be reviewed annually.