



FAIR PLAY CODE SELF ASSESSMENT TOOL

Code of conduct

Where can you find additional information or support?

Your club/ league/ association/ organisation

1. Does your club/league/association/organisation have a Code of Conduct?

Is it aligned with your state sporting association or *national sporting organisation* Code of Conduct?

If your club/league/association/organisation doesn't already have its own code of conduct, your *State Sporting Association* or *National Sporting Organisation* should have a Code of Conduct that can be adopted.

The *Fair Play Code of Conduct for Sporting Organisations* can be used as an alternative. See Resources section of the [Fair Play Code website](#).

2. Does your club/league/association/organisation have policies and procedures to implement and comply with the Fair Play Code?

Sport Integrity Australia has a comprehensive Member Protection Policy Template that can be adapted for.

Play by the Rules also offer a number of policies and procedures templates that can be adapted for use.

3. Are your members aware of these policies and procedures and of your club/league/association/organisation expectations and standards of behaviour?

Clear and consistent information to all members and participants is essential to ensuring effective implementation of policies, expectations and standards of behaviour.

A Welcoming Kit is a simple way to link new members to information such as the code of conduct, member protection policy and contact details for the Member Protection Information Officer and club/league/association/organisation officials.

The Club Help website also has huge number of supporting resources.

Integrity

Where can you find additional information or support?

Your club/ league/ association/ organisation

4. Does your club/league/association/organisation have a Code of Conduct?

All sport and active recreation organisations should have a **conflict of interest policy** to manage both real and perceived conflict of interests.

The policy should apply to all roles that makes decisions on behalf of the organisation e.g. administrators, team managers, selection or disciplinary panels, boards/committee members.

Your **state sporting association or national sporting association** should have a conflict-of-interest policy you can be adapted and utilised.

Club Help has resources including a [Managing Conflict of Interest Fact Sheet](#), a [Conflict of Interest Policy](#), a [Simple Conflict of Interest Register](#), and a [Conflict of Interest Declaration Agreement](#).

The **Play by the Rules** article [When Interests Collide](#) provides background context on conflict of interests.

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5. How does your committee/board manage potential conflicts of interest?

Match fixing and illegal betting in sport threatens the integrity of sporting competitions and its participants.

Club/league/association/organisations' who believe a participant/athlete is at risk, should contact their state sporting association or national sporting organisation.

Integrity**Where can you find additional information or support?****Your club/ league/
association/ organisation**

Are you aware of indicators that your competition/matches may be at risk?

While not an obvious issue for many clubs/leagues/associations, illegal overseas betting markets are run on lower tier competition matches.

Do you know where you can obtain more information and support?

Play by the Rules together with *Sport Integrity Australia* provide a free online course – [Introduction to the Integrity of Sport Course](#). The course explores:

- what integrity in sport means
- the main integrity issues facing grassroots sport today
- what policies and protections exist that prevent integrity issues occurring
- how integrity issues can occur and why integrity matters in sport.

6. Do your club/league/association/organisation policies cover performance enhancing drugs?

The use of performance enhancing drugs often occurs early in the athlete development pathway.

Do you know where you can obtain more information and support about anti-doping?

The [Victorian Sports Anti-doping Position Statement](#) applies to all organisations responsible for conducting sporting competitions, and any person or organisation receiving Victorian Government funding support for sporting activities.

7. Does your club/league/association/organisation protect the privacy of information provided by your members and players?

The privacy of every Victorian is protected by the following legislation:

1. *The Victorian Privacy and Data Protection Act 2014*
2. *The Victorian Health Records Act 2001*
3. *The Australian Privacy Act 1988* (extended in 2001).

Integrity**Where can you find additional information or support?****Your club/ league/
association/ organisation**

Club/league/association/organisations' that collect private information are subject to these Acts.

The [Privacy and Data Protection Act 2014](#) protects the way personal information is handled in Victoria. Including the collection, use, disclosure, quality and security of personal information.

Club/league/association/organisations with a uniform membership and/or member data collection system, should use their **state sporting association or national sporting organisations** privacy policy.

Club Help has a [10 Information Privacy Principles Summary](#) and an [Information Privacy Sample Policy](#) which can be adapted and used.

8. Does your club/league/association/organisation have published codes of behaviour for participants?

Codes of behaviour for members should reflect the general expectations and standards of behaviour set out in the club/league/association/organisations code of conduct.

As with the Code of Conduct, these codes of behaviour should be readily available and publicised for all members.

Sport Australia have a [Code of Contact template](#) that can be adapted and used.

9. Does your club/league/association/organisation provide mentoring, feedback, development opportunities and acknowledgement of volunteers?

A strong and successful sporting club/league/association/organisation requires the contribution of coaches, officials, team managers, other volunteers, committee members, administrators, players, members and, at junior level, parents.

Integrity

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association/ organisation

Each role is important and should be recognised. Written job descriptions and codes of behaviour outlining roles and responsibilities should be publicised and available to members and volunteers.

The **Club Help** website provides a [Training needs analysis tool](#), along with a tip sheet on [Ideas to acknowledge volunteers](#).

10. Does your club/league/association/organisation have a Member Protection Policy to prevent discrimination and harassment?

All club/league/association/organisations require a member protection policy. This policy underpins the club/league/association/organisation code of conduct.

[Sport Australia's Member Protection Policy template](#) is available on the **Play by the Rules** website.

Member protection policies should be consistent across sports (e.g. in line with state sporting association and national sporting organisation policies).

The **Club Help** website provides a [Sample Racial Vilification Policy](#) and a [Sample Anti-Harassment and Sexual Harassment Policy](#).

Sport Integrity Australia also provides a comprehensive [Member Protection Policy template](#) for sports who have signed up to the National Integrity Framework.

11. Does your club/league/association/organisation have a Member Protection Policy to prevent discrimination and harassment?

The starting point for successfully resolving disputes within your **club/league/association/organisation** are policies that are well documented, clear and widely available to members.

Any dispute resolution process should be consistent with the **State Sporting Association** and **National Sporting Organisation** rules.

Integrity**Where can you find additional information or support?****Your club/ league/
association/ organisation**

12. Does your club/league/association/organisation have a Member Protection Information Officer?

All Victorian Government funded organisations should have a Member Protection Information Officer (MPIO) who provides information about the rights, responsibilities and options available to a person making a complaint. MPIOs are impartial and don't mediate or investigate complaints.

Play by the Rules offers the training course to become nationally accredited MPIO Officer. Training involves a 2-3 hour online workshop and a 3 hour accredited MPIO face-to-face workshop.

Sport and Recreation Victoria funds a minimum of two face-to-face MPIO workshops in Victoria. Book online via the Play by the Rules portal after completing the online course.

Responsibility**Where can you find additional information or support?****Your club/ league/
association/ organisation**

13. Is your club/league/association/organisation compliant with the Victorian Child Safe Standards (2022)?

There are 11 Victorian [Child Safe Standards](#) applicable that organisations providing services or facilities for children, are required to meet.

Does your club/league/association/organisation understand the 11 Child Safe Standards and how they apply in a sport or active recreation setting?

The **Commission for Children and Young People (CCYP)** has legal responsibility for administering and enforcing Victoria's Child Safe Standards. Their website has a range of [resources, including guides and information sheets](#) for organisations, parents and carers and for children. **CCYP** holds free, two-hour information sessions to assist organisations in implementing the Standards. Session times are available on **CCYP's** website.

Does your club/league/association/organisation know where to find information on how the Child

Vicsport works with sporting organisations to support implementation of the Standards. They have a broad range of useful [resources on their website](#).

Responsibility	Where can you find additional information or support?	Your club/ league/ association/ organisation
Safe Standards apply to sporting organisations?	<p>The Vicsport website includes information specifically prepared for sporting organisations, including a guide to developing a child safe policy and a child safe policy template.</p> <p>Many state sporting associations and national sporting organisations also have policies and processes available for use by their affiliated.</p>	
14. Does your club/league/association/organisation have valid Working with Children Checks (where applicable)?	<p>A Working with Children Check is required for all volunteers at sport organisations who supervise children.</p> <p>Scenarios where those doing child-related work are exempt and don't need a Check can be found on the Working with Children Check Victoria website.</p> <p>The check is free for volunteers. Apply online at Working with Children Check Victoria.</p>	
15. Does your club/league/association/organisation have specific policies for supervision, transportation and photography of children?	<p>Does your club/league/association/organisation have a social media policy?</p> <p>The supervision, transportation and taking photos or videos of children are specific issues that can arise in relation to child safety.</p> <p>Sport Australia's Member Protection Policy template is available on the Play by the Rules website, and includes information on the supervision, transportation and taking images of children.</p>	
Fairness	Where can you find additional information or support?	Your club/ league/ association/ organisation

16. Is your club/league/association/organisation inclusive, diverse and fair?

Do you provide a range of options to meet different needs, skills, and choices of members and participants?

Are club programs and activities changed or modified to meet these different needs, skills and choices?

Are you consistent, impartial and provide a “fair go” to everyone?

Inclusive organisations can attract and retain more people. Inclusive organisations have a diversity of people from different backgrounds and age groups taking up a range of roles such as coaches, managers, committee members or administrators.

The Centre for Multicultural Youth has a [Game Plan Resource Kit](#) to support organisations wanting to engage young people from multicultural backgrounds.

An inclusive organisation changes its operations to suit its range of members, rather than members changing their needs and choices to suit the organisation.

The **AAA Play** website is primarily directed towards identifying sport or recreation opportunities for people with a disability. It includes a number of links and [resources on how to be an inclusive club/league/association/organisation](#).

The [Club Help website](#) also provides a range of resources to assist organisations to become more inclusive.

Organisations that encourage and praise fair play over a win at all costs attitude often report an increase in participation.

The [Play By The Rules](#) website provides examples of what sport and recreation organisations across the country are doing to make sport fair and inclusive.

17. Does your club/league/association/organisation promote and encourage gender equity?

What questions should you be asking to progress gender equity at your club?

The [Change Our Game](#) website has an extensive range of information and resources to help level the playing field for women and girls in sport and active recreation.

[Add new Fair Access Policy Roadmap info](#)

The **Change Our Game** [recruitment and retention guidelines](#) focuses on recruiting women to committees. The document offers simple and practical guidance and strategies to ensure women and girls have rewarding experiences in these roles.

The **Change Our Game** [Communication and Marketing Strategy](#) outlines smart strategies for marketing to women, including selecting imagery, using social media, and using inclusive language and terminology.

Subscribe to the **Change Our Game Newsletter** at [Change Our Game](#) for further information and tips.

The Office for Women in Sport and Recreation can be contacted at changeourgame@sport.vic.gov for more information.

A good starting point for assessing gender equity can be through the [Gender Equity Club Audit](#) available on the **Club Help** website.

Some questions in the audit have a broader application in supporting inclusive and diverse clubs, but these also have a direct and practical impact on participation by women and girls in an organisation.

Safety**Where can you find additional information or support?****Your Club/ League/ Association/ Organisation**

18. Do your equipment, facilities and programs meet the required standards?

Sport has inherent physical risks, but these and their consequences can be minimised by planning and having proper procedures and processes in place.

In many cases facilities are managed and/or maintained by a Council or another external body.

Having clear and documented agreements on standards and obligations, and a strong, professional relationship with facility management is important to ensuring appropriate facility standards are met.

A game day or pre-match checklist should be part of your normal processes.

State sporting associations can provide guidance and support in relation to game day or pre-match checklists.

Sport and Recreation Victoria has a generic [sport ground inspection checklist](#) and some additional [basic training notes](#) on observing, assessing and decision making.

State sporting associations can provide guidance and support around modified rules for particular ages or abilities.

A [safety and risk management guide regarding the legal and regulatory obligations](#) for organisations can be accessed on the Vicsport website.

19. Does your club/league/association/organisation have extreme weather protocols?

State sporting associations may have an extreme weather policy available for affiliates.

Vicsport also has [Hot Weather Resources](#) that can provide guidance in the absence of sport specific rules or guidelines.

20. Does your club/league/association/organisation have policies for the prevention, management, and return to play from concussion and other injuries?

Sports Medicine Australia has produced downloadable [Injury Fact Sheets](#) highlighting prevention and management for 15 of the most common sporting injuries.

Sports Medicine Australia also has [Fact Sheets](#) for 25 sports, outlining ways to prevent injury, advice for taking care of junior players and how to deal with common injuries to create a healthier and more active communities.
