



Camberwell Petanque Club

CPCI Code of Conduct Policy

Version 6.0



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1. Introduction

Camberwell Petanque Club Incorporated (the club) voted unanimously at the 2022 AGM to endorse and accept this Code of Conduct Policy. All members are thus expected to support and comply with all aspects of the Policy.

The Policy has been developed from various state and federal documents shown in section 10.

2. Purpose of our policy

The main objective of our Code of Conduct Policy is to maintain responsible behaviour and ethical and informed decision-making by participants in this club. This policy outlines our commitment to a person's right to be treated with respect and dignity, and to be safe and protected from abuse. Our policy informs everyone involved in our club of his or her legal and ethical rights and responsibilities and the standards of behaviour that are required.

3. Who our policy applies to

Our policy applies to everyone involved in the club including committee members, administrators, coaches, officials (e.g. umpires), members, and spectators.

4. Extent of our policy

Our policy covers unfair decisions, breaches of our code of behaviour and inappropriate behaviour that occurs at practice, at meetings, in the club rooms, at social events organised or sanctioned by the club (or our district, regional, state or national body), on away and overnight trips and any behaviour that brings or is likely to bring our club or sport into disrepute.

5. Club responsibilities

We will:

- make any necessary amendments to our policies to enable this policy to be enforceable
- implement and comply with our policy
- promote our policy to everyone involved in our club
- promote and model appropriate standards of behaviour at all times
- respond to breaches or complaints made under our policy promptly, fairly, and confidentially, and
- seek advice from, and if necessary or appropriate, refer serious issues to our national body, Petanque Federation Australia (PFA).

Serious issues include unlawful behaviour that involves or could lead to significant harm and includes criminal behaviour (e.g. physical assault, sexual assault, child abuse) and any other issues that our state or national body request to be referred to them (e.g. conflict of interest).

6. Individual responsibilities

Everyone associated with our club must:

- comply with the standards of behaviour outlined in our policy
- treat others with respect
- be responsible and accountable for their behaviour

- always place the safety and welfare of children above other considerations (see CPC Child Safe Policy),
- accept and respect the decisions of openers on play days. Openers have similar status as umpires. They have final say on play days in *all* matters of game day coordination, including formation of teams, scoring, recounts and managing technical issues,
- follow the guidelines outlined in this policy and the Child Safe Policy to make a complaint or report a concern about discrimination, harassment or other inappropriate behaviour.

7. Anti-harassment, discrimination and bullying

Our club opposes all forms of harassment, discrimination and bullying. This includes treating or proposing to treat someone less favourably because of a particular characteristic; imposing or intending to impose an unreasonable requirement, condition or practice which has an unequal or disproportionate effect on people with a particular characteristic; or any behaviour that is offensive, abusive, belittling, intimidating or threatening – whether this is face-to-face, indirectly or via communication technologies such as mobile phones and computers. Some forms of harassment, discrimination and bullying are against the law and are based on particular characteristics such as age, disability, gender, sexual orientation, pregnancy, political or religious beliefs, race, and marital status.

Our club takes all claims of harassment, discrimination, bullying and cyber bullying seriously. We encourage anyone who believes they have been harassed, discriminated against or bullied to raise the issue with the club (see Responding to Complaints).

8. Inclusive Practices

8.1. People with a disability

Where possible we will include people with a disability in our teams and club. We will make reasonable adaptations (e.g. modifications to equipment and rules) to enable participation.

8.2. People from diverse cultures

We will support and respect people from diverse cultures and religions to participate in our club.

8.3. Sexuality and gender identity

All people, regardless of their sexual orientation or gender identity, are welcome at our club. We strive to provide a safe, welcoming and inclusive environment for participation and will take prompt action if there is an allegation of homophobic behaviour or discrimination or harassment based on gender identity.

9. Responding to complaints

9.1. Complaints

Our club takes all complaints about on and off-field behaviour seriously. Our club will handle complaints based on the principles of procedural fairness (natural justice), that is:

- all complaints will be taken seriously;
- both the person making the complaint (complainant) and the person the complaint is against (respondent) will be given full details of what is being said against them and have the opportunity to respond (give their side of the story);
- irrelevant matters will not be taken into account;



- decisions will be unbiased and fair; and
- any penalties imposed will be fair and reasonable.

If the complaint relates to suspected child abuse, sexual assault or other criminal activity, then our club will need to report the behaviour to the police and/or relevant government authority.

9.2.Complaint Handling Process

When a complaint is received by our club, the person receiving the complaint (e.g. President, Committee Member) will:

- listen carefully and ask questions to understand the nature and extent of the problem;
- ask what the complainant would like to happen;
- explain the different options available to help resolve the problem;
- take notes; and
- maintain confidentiality but not necessarily anonymity.

Once the complainant decides on their preferred option for resolution, the club will assist, where appropriate and necessary, with the resolution process. This may involve:

- supporting the person complaining to talk to the person being complained about
- bringing all the people involved in the complaint together to talk objectively through the problem;
- gathering more information (e.g. from other people that may have seen the behaviour)
- consulting the PFA Complaints, Disputes and Discipline Policy to determine the relevant body to investigate (Sports Integrity Australia, PFA or CPC)
- seeking advice from the PFA or an external agency (e.g. VicSport or anti-discrimination agency), or
- referring the complainant to an external agency such as police or anti-discrimination agency.

At any stage of the process, a person can seek advice from or lodge a complaint with an anti-discrimination commission or other external agency.

9.3.Disciplinary measures

Our club will take disciplinary action against anyone found to have breached our policy or made false and malicious allegations. Any disciplinary measure imposed under our policy must:

- Be fair and reasonable;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be determined by our Constitution, By Laws and the rules of the game.

Possible measures that may be taken include:

- verbal and/or written apology;
- counselling to address behaviour;
- withdrawal of any awards, placings, records, achievements bestowed in any tournaments, activities or events held or sanctioned by our club;
- suspension or termination of membership, participation or engagement in a role or activity;



- de-registration of accreditation for a period of time or permanently;
- any other form of discipline that our club considers reasonable and appropriate.

10. Document Sources

- VicHealth Member Protection Policy template
- PFA Complaints, Disputes and Discipline Policy Template
- Sport Integrity Australia Member Protection Policy template

11. Other relevant documents

- CPC Child Safe Policy
- PFA Member Protection Policy
- PFA Child Safeguarding Policy
- PFA Complaints Disputes and Discipline Policy

12. Change Log

Date	Version Number	Changes Made
10/5/2022	1.0	First draft for comments
27/5/2022	2.0	Updated after comments and released
22/7/2022	3.0	Section 8 Inclusive Practices added
28/7/2022	4.0	Updates after review
21/8/2022	5.0	Introduction reflects the AGM endorsement
26/05/2025	6.0	Update to reflect the club's Child Safe Policy and PFA's policies

Addendum A: Definitions and Interpretations

In this policy, the following words have the corresponding meaning:

Abuse means any type of abuse (including physical, emotional, psychological, sexual, and inappropriate use of power) that has caused, is causing or is likely to cause harm to a person's wellbeing, whether in person or as the result of a publication viewable by any other person by any means.

Bullying means a person or group of people repeatedly and intentionally using words or actions, or the inappropriate use of power, against someone or a group of people to cause distress and risk to their wellbeing.

Harassment means any type of behaviour towards a person that they do not want and that is offensive, abusive, belittling or threatening and is reasonably likely to cause harm to the person who is the subject of the harassment.

Prohibited Conduct means the conduct proscribed in Section 7

Sexual Misconduct means:



(a) Sexual Harassment, which is any unwanted or unwelcome sexual behaviour where a reasonable person would anticipate the possibility that the person being harassed would feel offended, humiliated, or intimidated; and

(b) Sexual Offences, which include any criminal offence involving sexual activity or actions of indecency.

Unlawful Discrimination includes:

(a) Direct Discrimination, when a person or group of people is treated less favourably than another person or group, because of a personal characteristic; and

(b) Indirect Discrimination, when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share, where such personal characteristic is protected by applicable anti-discrimination legislation.

Victimisation means subjecting a person, or threatening to subject a person, to any unfair treatment because the person has made, or intends to pursue their right to make, a complaint or lawful disclosure, including under applicable legislation or this Policy, or for supporting another person to take such action.

Vilification means a public act, conduct or behaviour that incites hatred, serious contempt for, or revulsion or severe ridicule of, a person or group of people because of a particular characteristic they hold, as covered by applicable legislation, including their race or religion, or homosexuality, transgender, or HIV/AIDS status.

Addendum B: Examples of Prohibited Conduct

Abuse must be behaviour of a nature and level of seriousness which includes, but is not limited to:

- (a) physical abuse and assault including hitting, slapping, punching, kicking, destroying property, sleep, and food deprivation, forced feeding, unreasonable physical restraint, spitting at another person or biting;
- (b) sexual abuse including using sexually degrading insults, unwanted touching or exposure to pornography, sexual jokes, using sex to coerce compliance;
- (c) emotional abuse such as repeated and intentional embarrassment in public, preventing or excluding someone from participating in sport activities, stalking, humiliation, or intimidation;
- (d) verbal abuse such as repeated or severe insults, name calling, criticism, swearing and humiliation, attacks on someone's intelligence, body shaming, or aggressive yelling;
- (e) financial abuse such as restricting access to club bank accounts, taking control of club finances and money;
- (f) neglect of a person's needs.

Bullying must be behaviour of a nature and level of seriousness which includes, but is not limited to, repeatedly:

- (a) keeping someone out of a group (online or offline);
- (b) acting in an unpleasant way near or towards someone;



- (c) giving nasty looks, making rude gestures, calling names, being rude and impolite, constantly negative and teasing;
- (d) spreading rumours or lies, or misrepresenting someone (i.e., using their social media account to post messages as if it were them);
- (e) 'fooling around', 'messaging about' or other random or supposedly playful conduct that goes too far;
- (f) harassing someone based on their race, sex, religion, gender, or a disability;
- (g) intentionally and repeatedly hurting someone physically;
- (h) intentionally stalking someone; and
- (i) taking advantage of any power over someone else,

but does not include legitimate and reasonable:

- (a) management action;
- (b) management processes;
- (c) disciplinary action; or
- (d) allocation of activities in compliance with agreed systems.

Harassment must be behaviour of a nature and level of seriousness which includes, but is not limited to:

- (a) telling insulting jokes about racial groups;
- (b) sending explicit or sexually suggestive emails or text messages;
- (c) displaying racially offensive or pornographic images or screen savers;
- (d) making derogatory comments or taunts about someone's race;
- (e) asking intrusive questions about someone's personal life, including his or her sex life;
- (f) offensive behaviour based on race or racial hatred, such as something done in public that offends, insults, or humiliates a person or group of people because of their race, colour or nationality or ethnicity.

Sexual Misconduct is behaviour including, but not limited to:

- (a) unwelcome touching;
- (b) staring or leering;
- (c) suggestive comments or jokes;
- (d) showing or sharing sexually explicit images or pictures;
- (e) unwanted invitations to go out on dates;
- (f) requests for sex;
- (g) intrusive questions about a person's private life or body;
- (h) unnecessary familiarity, such as deliberately brushing up against a person;
- (i) insults or taunts based on sex;



- (j) sexually explicit physical contact;
- (k) sending sexually explicit or suggestive emails, texts, or other electronic/social media messages;
- (l) displaying pornographic images or screen savers;
- (m) asking intrusive questions about someone's personal life, including about his or her sex life; and
- (n) criminal offences such as rape, indecent or sexual assault, sexual penetration, or relationship with a child under the age of 16 and possession of child pornography.

Unlawful Discrimination is unfair treatment based on a person's:

- (a) age;
- (b) disability;
- (c) race, colour, nationality, ethnicity, or migrant status;
- (d) sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding; and
- (e) sexual orientation, gender identity or intersex status.

Victimisation is behaviour including, but not limited to:

- (a) dismissal of a volunteer or disadvantage to their involvement in sport;
- (b) repeated failure to select an individual on merit;
- (c) removal of coaching and other financial and non-financial support.

Vilification is behaviour including, but not limited to:

- (a) speaking about a person's race or religion in a way that could make other people dislike, hate, or ridicule them;
- (b) publishing claims that a racial or religious group is involved in serious crimes without any evidence in support;
- (c) repeated and serious verbal or physical abuse about the race or religion of another person;
- (d) encouraging violence against people who belong to a particular race or religion, or damaging their property; and
- (e) encouraging people to hate a racial or religious group using flyers, stickers, posters, a speech, or publication, or using websites or email.