

Fair Play Code

The *Fair Play Code* outlines a set of guiding principles on expected standards of behaviour for everyone involved in sport and active recreation in Victoria.

Integrity	Respect	Responsibility	Fairness	Safety
- Be honest, fair, reliable and transparent - Avoid conflicts of interest - Strive to earn and maintain community trust - Don't engage in, or advocate possession or use of banned performance enhancing or illicit drugs - Don't participate in, or encourage match-fixing, illegal sports betting or other corruption	- Treat everyone in a considerate, objective and courteous manner - Refrain from any form of discrimination, harassment, bullying, abuse, intimidation, victimisation or vilification of others - Recognise and value the contribution of all	- Accept the consequences of your actions - Be a positive role model - Comply with Victorian Child Safe Standards (2022) - Understand the consequences of breaching the Code - Report and manage breaches	- Play by the rules and in the spirit of the game - Be informed, consistent, impartial and reasonable - Be a 'good sport' - Provide a 'fair go' to people of all abilities	- Provide a safe, welcoming and inclusive environment - Ensure equipment, facilities and programs meet the required standards - Support implementation of policies. E.g. Child Safeguarding and Member Protection - Show concern and caution for others. Immediately report issues

How to use this Fair Play Code (FPC) Template

The template on the following pages provides ideas and actions for your organisation to assist you in meeting the requirements of the FPC.

- Column C** provides detail on the actions to be taken to support a fairer and safer environment at your organisation.
- Column D** provides detail on 'how' you can complete each action.
- Column E is left blank for you to fill in who at your organisation is responsible for completing the action and within what timeframe.**
- The template should be completed on an annual basis.



FAIR PLAY CODE

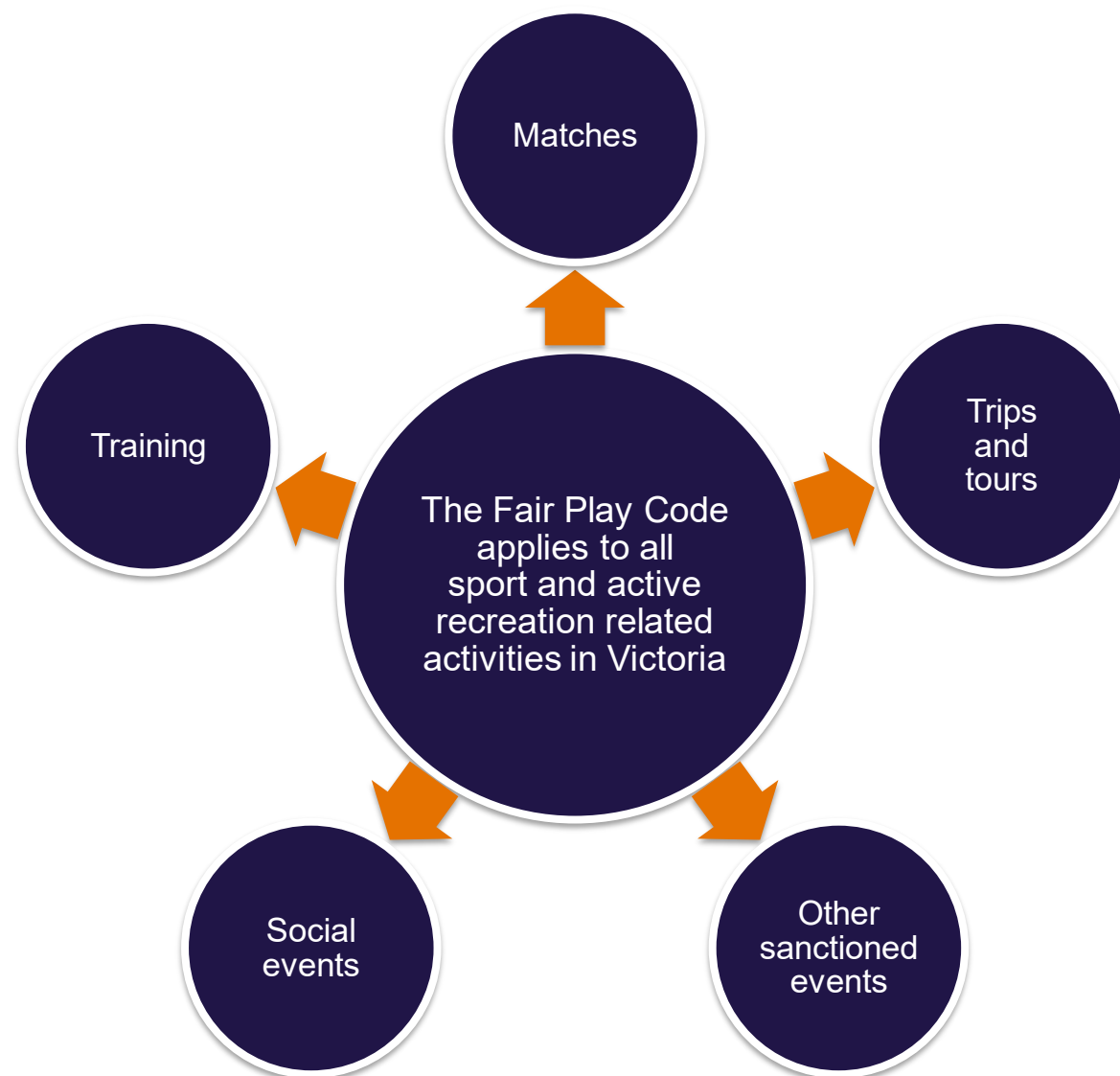


(A) Who does it apply to?	(B) How it is applied	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Participant/Member	- Understand the FPC and how it applies to your organisation. This includes knowing your rights and obligations as a player/participant. - Speak out against abuse, violence, cheating and intimidation.	Ensure your members know their obligations under the FPC.	☐ Ensure the FPC is included in your induction pack for new members.	Click or tap here to enter text.
			☐ Ensure the FPC is provided in the membership packs annually.	Click or tap here to enter text.
Coach/Official/Volunteer	- Promote compliance with the FPC. - Report potential FPC breaches to the appropriate authorities.	Written job descriptions and codes of behaviour outlining roles and responsibilities should be publicised and available to members and volunteers.	☐ Develop job descriptions for all decision-making positions within your organisation.	Click or tap here to enter text.
			☐ Ensure the FPC is clear and available on your organisations website and is provided with new member packs.	Click or tap here to enter text.
Spectator/Member of Public	- Abide by the FPC when attending training, events and activities. - Encourage good sportsmanship and behaviour.	Have the FPC posters and marketing material visible at your facility.	☐ Download and print FPC posters and promotional materials.	Click or tap here to enter text.
			☐ Ensure FPC posters and promotional material are placed around your facility.	Click or tap here to enter text.

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(A) Who does it apply to?	(B) How it is applied	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Parent	- Educate children about the importance of demonstrating good sportsmanship. - Understand the actions that can be taken when there is a potential breach of the FPC.	Ensure parents have an understanding of the organisations policies and how they affect them and their children.	☐ Ensure parents are aware of their responsibilities under the FPC when they/their children join the organisation.	Click or tap here to enter text.
			☐ Provide parents with a hard copy of the FPC annually when their children join.	Click or tap here to enter text.
Club/League/Association /Organisation	- Actively promote, adhere to and enforce the FPC. - Educate everyone in the organisation about the FPC. - Make the Fair Play Code available and visible to everyone.	- Use the FPC as your Code of Conduct or incorporate into your existing code. - Ensure the FPC is referenced in your: - Member Protection Policy - Child Safeguarding Policy - Complaints, Disputes and Discipline Policy - Constitution and other governance documents.	☐ Ensure all policies are up to date and include references to the FPC.	Click or tap here to enter text.



Integrity

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Be honest, fair, respectful, trustworthy, reliable, open and transparent in dealings with others	Have policies that demonstrate clear processes and show that activities are fair and transparent.	Have up to date policies that are accessible and available.	☐ Ensure policies are reviewed and updated annually. E.g. on 1 Jan each year or in line with your AGM.	Click or tap here to enter text.
			☐ Ensure policies are available online.	Click or tap here to enter text.
Avoid any real or perceived conflicts of interest	- Have a conflict-of-interest policy to manage both real and perceived conflict of interests. - The conflict-of-interest policy should apply to all roles that make decisions on behalf of the organisation.	Ensure relevant persons complete a conflict-of-interest declaration.	☐ Ensure conflict-of-interest forms are organisation branded.	Click or tap here to enter text.
			☐ Ensure all relevant members complete.	Click or tap here to enter text.
			☐ See the Play by the Rules webpage for a template.	Click or tap here to enter text.

Integrity

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Strive to earn and sustain a high level of community trust and goodwill	Have a good standing within the community and maintain good community relationships.	Ensure your organisation is a welcoming place for the everyone in the community by creating resources and marketing that appeals to everyone.	☐ Have all people in decision making roles complete the 'PBTR Ethics and Ethical Decision Making in Sport' online course.	Click or tap here to enter text.
			☐ Have all people in decision making roles complete the Sport Integrity Australia (SIA) 'Decision Making in Sport' online course.	Click or tap here to enter text.
			☐ Refer to resources on the AAA Play, Welcoming clubs/ Welcoming cities and Centre for multi-cultural youth webpages for ideas on how to become a more inclusive organisation.	Click or tap here to enter text.
Don't engage in, or advocate possession or use of banned performance enhancing or illicit drugs	The National Anti-Doping Policy applies to all organisations responsible for conducting sporting competitions, and any person or organisation receiving Victorian Government funding support for activities.	Ensure all members are aware that there is a zero tolerance towards drug use.	☐ Review the National Anti-Doping Policy and understand how it applies to your organisation.	Click or tap here to enter text.
			☐ Ensure all members are aware of your sports Improper Use of Drugs and Medicine Policy.	Click or tap here to enter text.
			☐ Have parents and officials complete Sport Integrity Australia's (SIA) 'Parents Guide to Clean Sport' online course.	Click or tap here to enter text.

Integrity

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Don't participate in, or encourage match-fixing, illegal sports betting or other corruption	Match fixing and illegal betting in sport threatens the integrity of sporting competitions and its participants.	Ensure all members are aware that there is a zero tolerance towards match fixing and illegal sports betting.	☐ Ensure all members are aware of your sports Competition Manipulation and Sports Wagering Policy.	Click or tap here to enter text.
			☐ Have all people in decision making roles complete SIA's online Competition Manipulation and Sports Betting Course.	Click or tap here to enter text.
			☐ If a participant/athlete is at risk, contact your state sporting association or national sporting organisation.	Click or tap here to enter text.

Respect

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Treat everyone in a considerate, objective and courteous manner	Appropriate standards of behaviour should be communicated with everyone involved in your organisation.	- Ensure all members have access to and are aware of the FPC and its principles. - Ensure inappropriate behaviour is called out and reported.	☐ Ensure that members know how and who to report issues to within your organisation.	Click or tap here to enter text.
			☐ Ensure your sports Member Protection Information Officer (MPIO) is known by all members. If your organisation does not have an MPIO, contact your governing body and seek access to theirs or train your own (see SIA online course webpage).	Click or tap here to enter text.
			☐ Have all people in decision making roles undertake the PBTR 'Harassment and Discrimination Online Course'.	Click or tap here to enter text.
Refrain from any form of discrimination, harassment, bullying, abuse, child abuse, intimidation, victimisation or vilification of others, including on the basis of age, race, sex, disability, sexuality, gender identity or religion	- Inclusive organisations attract and retain more people. - Inclusive organisations should have a diversity of people from different backgrounds and age groups taking up a broad range of roles within your organisation.	Promote your organisation as inclusive and welcoming to all members of the community.	☐ Have all people in decision making roles complete the 'PBTR - LGBTI+ Inclusive Club Online Course'.	Click or tap here to enter text.
			☐ Look at the people current in decision making roles within your organisation. Is it reflective of your members and your wider community?	Click or tap here to enter text.
			☐ Actively recruit people who will provide a different skillset in decision making roles.	Click or tap here to enter text.

Respect

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Recognise and value the contribution of all to sport and active recreation, including volunteer coaches, officials and administrators who give up their valuable time to make play possible	Strong and successful organisations require a collaborative effort from all.	Recognise and reward valuable contributions to your organisation.	☐ Have an annual awards day/night to recognise the achievements of people within your organisation.	Click or tap here to enter text.

Responsibility

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Consider and accept the consequences of ones actions and decisions	Have clear policies and processes in place to ensure that inappropriate actions are reported and managed accordingly.	- Ensure that all members are aware of your sports policies and understand what role they play in your organisation. - Ensure that the FPC is promoted to all members so that expected standards of behaviour are clearly communicated.	☐ Ensure that your organisation's webpage has a copy of the FPC clearly visible.	Click or tap here to enter text.
			☐ Ensure the FPC has a visible presence around your venue.	Click or tap here to enter text.
Be a positive role model by displaying self-control, respect, care and diligence	Strong and successful organisations require positive contributions from all involved, from administrators to coaches, to parents to spectators.	- Promote positive attitudes and behaviours at all times. - Call out negative behaviours and attitudes, especially where children and young people are involved, as setting an example early in a child's sporting life is vital.	☐ Ensure all adults and those in influential roles are briefed on the FPC and expected standards of behaviour when at your facility and representing your organisation.	Click or tap here to enter text.
			☐ Call out inappropriate behaviour and ensure that issues are dealt with correctly through formal channels.	Click or tap here to enter text.

Responsibility

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Comply with Victorian Child Safe Standards (2022)	- You have a legal obligation to <u>implement the Victorian Child Safe Standards under the <i>Victorian Child Wellbeing and Safety Act (2005)</i></u>. - The legislation states that <i>'relevant entities are responsible, in respect of the children who use their services or facilities or who are engaged to assist in providing their services or facilities, for continuously improving the ways in which, in their operations:</i> <i>(i) the safety of children is promoted; and</i> <i>(ii) child abuse is prevented; and</i> <i>(iii) allegations of child abuse are properly responded to'</i> - Your organisation must also have a strong child safeguarding policy in place. If your sport is signed up to the National Integrity Framework (NIF), all of your sport will operate under the same Policy. If your sport is not	- Your organisation <u>must</u> comply with the 11 Victorian Standards. - Everyone in your organisation should be aware of the Standards, including children. - All members should be aware of the Child Safeguarding Policy and people in decision making roles should understand the policy.	☐ Ensure information about the Standards is included in your welcome/membership packs.	Click or tap here to enter text.
			☐ Ensure Child Safeguarding is a standing agenda item at board meetings.	Click or tap here to enter text.
			☐ Ensure all people in decision making roles have completed 'Vicsport's Online Child Safe Education Program'.	Click or tap here to enter text.
			☐ Ensure parents and people in decision making roles complete 'SIA's 'Child Safeguarding in Sport' Online Course'.	Click or tap here to enter text.
			☐ Provide information about the Standards on your organisation's website.	Click or tap here to enter text.

Responsibility

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	signed up to NIF, you can contact your governing body for more information about your sports Child Safeguarding Policy or visit the Vicsport Child Safeguarding webpage for help.		☐ Ensure your Child Safeguarding Policy is available on your website.	Click or tap here to enter text.
Understand the consequences of FPC breaches and report as appropriate	- The starting point for successfully resolving complaints within your organisation are well documented and readily available policies. - Have an appropriate process in place to report and record issues, concerns or breaches of the Code.	- Train up an MPIO to support the complaints management process. - Have a clear process for complaint handling and managing disputes. - Address any issues and concerns raised by members and keep appropriate records.	☐ Train an MPIO for your organisation through 'PBTR's MPIO Course'. If this isn't possible, contact your governing body and request support from their MPIO.	Click or tap here to enter text.
			☐ Create a one-pager for members that summarises each key policy of your sport, what it is used for and ensure all members are provided with it on an annual basis.	Click or tap here to enter text.
			☐ Have all people in decision making roles complete 'SIAs National Integrity Framework Online Course'.	Click or tap here to enter text.

Responsibility

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
			☐ Have people in decision making positions complete the 'PBTR Complaint Handling' Online Course.	Click or tap here to enter text.
			☐ Have people in decision making roles complete the 'PBTR Harassment and Discrimination' course.	Click or tap here to enter text.

Fairness				
(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Understand and play by the rules and in the spirit of the game	Ensure the rules of play are understood by members and decision makers.	Ensure that your sports rules of play are accessible for members.	☐ Have your sports rules of play available on your website to refer to when required.	Click or tap here to enter text.
Be informed, consistent, impartial, just and reasonable in dealings with others	Educate your organisation's members on ethical decision making.	- Identify and address conflicts of interest within your organisation. - Promote and reward good decision making.	☐ Have decision makers, coaches and parents complete 'PBTRs - Ethics and Ethical Decision Making in Sport Online Course'.	Click or tap here to enter text.
Be a 'good sport' by encouraging and praising fair play over winning at all costs	Ensure children, parents and coaches adopt this attitude.	- Always promote positive attitudes and behaviours. - Address negative behaviours.	☐ Ensure the FPC is visible on your webpage and around your facility.	Click or tap here to enter text.
			☐ When managing an issue of negative behaviour, ensure that it is seen by members so that everyone understands the standards expected by your organisation.	Click or tap here to enter text.
Ensure a 'fair go' for people of all abilities to be involved	Promote inclusive practices across your organisation and in the community.	Utilise resources available through AAA Play.	☐ Make completion of the 'PBTR - Inclusive Coaching' online course mandatory for your organisation's coaches.	Click or tap here to enter text.
			☐ Consider partnership opportunities with AAA Play.	Click or tap here to enter text.

Safety

(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Provide a safe, welcoming and inclusive environment that places the health, welfare and wellbeing of participants above all else	- Inclusive organisations attract and retain more people. Inclusive organisations have a diversity of people from different backgrounds, age groups and abilities taking on a variety of roles. - Organisations that place a high emphasis on safety and wellbeing are all-round better places to be.	- Ensure the club is a welcoming place for the whole community by creating marketing resources that talk to the diversity of the community. - Invest in health and wellbeing opportunities for your organisation.	☐ Work through the Centre for Multicultural Youth's Game Plan Resource.	Click or tap here to enter text.
			☐ Visit the Welcoming Clubs/Welcoming Cities websites and review resources, events and training available to support inclusiveness.	Click or tap here to enter text.
			☐ Is your organisation inclusive of people with a disability? Visit the AAA Play website and review information and opportunities for involvement.	Click or tap here to enter text.
			☐ Look to have speakers at your organisation's events that educate on health and wellbeing.	Click or tap here to enter text.
Take all reasonable steps to ensure equipment, facilities and programs meet health and safety standards and are appropriate for the age	Maintain health and safety standards and accurately record the condition of equipment and facilities to manage risks.	- Appoint representatives in your organisation to manage health and safety (board member and gameday). - Ensure that your sports health and safety	☐ Have health and safety as a standing item on all meeting agendas.	Click or tap here to enter text.
			☐ Explore training opportunities to upskill your health and safety representatives.	Click or tap here to enter text.

Safety				
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and ability of participants		requirements are being met and managed.	☐ Have a health and safety register that records any issues and actions taken to rectify/improve.	Click or tap here to enter text.
			☐ Keep an equipment register.	Click or tap here to enter text.
Be aware of and support policies and practices in relation to injury management, return to play, adverse weather and member protection and child safeguarding	- Your sport must have the following policies in place: - Child Safeguarding Policy - Member Protection Policy. - Your organisation should invest in development of the following policies if they don't already exist: - Adverse weather policy (if applicable) - Injury management policy.	- Ensure that policies are easily accessible and known to members. - Ensure your organisations decision makers understand the policies and how they are applied in your sport/organisation.	☐ Create a one-pager for members that summaries each key policy and what it is used for, and ensure all members are provided with it annually.	Click or tap here to enter text.
			☐ Ensure policies are available on your organisations website.	Click or tap here to enter text.
			☐ Have a 'policy of the month' and have decision makers review and package up any questions for the organisation / governing body to respond to. This will ensure there is an understanding of each of the policies your organisation is bound by.	Click or tap here to enter text.
			☐ Have an annual item on the board agenda to review and update all policies.	Click or tap here to enter text.

Safety				
(A) Responsibility	(B) How to apply it	(C) Actions to be taken	(D) How to complete	(E) Person Responsible & Completion Date
Show concern and caution towards others who may be sick or injured and immediately report any safety issues to the appropriate authorities	Have an appropriate process in place to report and record issues, concerns or breaches of the FPC.	Ensure all members know where to report issues and have a process for recording.	☐ Ensure your organisations health and safety representatives are known to all.	Click or tap here to enter text.
			☐ Ensure Health and Safety register is utilised.	Click or tap here to enter text.

Helpful webpages

- Fair Play Code – <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Play by the Rules and Sport Integrity Australia Online Courses – <https://elearning.sportintegrity.gov.au>
- Proud to Play – <https://www.proud2play.org.au/>
- Vicsport – <https://www.vicsport.com.au/>
- Centre for Multi-Cultural Youth – <https://www.cmy.net.au/>
- Welcoming Clubs / Welcoming Cities – <https://welcoming.org.au/>
- AAA Play – <https://www.aaaplay.org.au/>
- National Integrity Framework – <https://www.sportintegrity.gov.au/what-we-do/national-integrity-framework>