



## Safe Sport Framework Code of Conduct

### Purpose

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**WAI seek to provide a safe, fair and inclusive environment for everyone involved in our organisation and in our sport.**

This includes providing everyone involved in our organisation and in our sport including children and young people with a positive and enriching sporting environment that promotes their participation and development in the sport.

We are committed to safeguarding everyone involved in our organisation and in our sport including children and young people in our care and ensuring that they feel and are safe. Accordingly, we wish to ensure that our personnel strive for the highest possible standards with respect to safeguarding children and young people from **abuse**. To that end we have developed these Codes of conduct to identify and prevent behaviour that may be harmful to the children and young people in our sport.

Part of this commitment to children and young people in our sport means that we are inclusive of those from a range of different backgrounds. This includes but is not limited to Aboriginal and Torres Strait Islander children and young people, children and young people with a disability LGBTI children and young people and children and young people from culturally and linguistically diverse backgrounds.

Developed to protect children and young people engaged in WAI Activities, these guidelines have been formally approved and endorsed by the WAI Board.

As part of your commitment to observing these Codes of conduct you will be required to sign the Member Protection Declaration.

We consider a failure to observe these guidelines as misconduct, and will take appropriate disciplinary action. In addition to any internal disciplinary proceedings, we will report to the police all instances in which a breach of the law has or may have occurred.

There may be exceptional situations where these guidelines do not apply, for example, in an emergency situation. However, it is crucial that, where possible, you seek management authorisation prior to taking action that contravenes these guidelines or that you advise management as soon possible after any incident in which these guidelines are breached.

### Who is bound by this policy?

**All persons involved** including everyone involved in our organisation and in our sport including, from our committee of management and senior managers to coaches, referees and volunteers are required to observe these Codes of conduct.



## Responsibilities

Position	Responsibility
WAI BOARD	<ul style="list-style-type: none"> <li>• Implement policy and procedures across the organisation</li> <li>• Ensure personnel have access to and understand this policy and related procedures</li> <li>• Ensure all managers/supervisors have access to support and advice to understand and implement procedures</li> </ul>
WAI BOARD	<ul style="list-style-type: none"> <li>• Review and update this document and supporting resources in consultation with relevant stakeholders</li> <li>• Support the coordination of the MPP and implementation</li> <li>• Provide training and advice in the application of procedures</li> </ul>
WAI BOARD	<ul style="list-style-type: none"> <li>• Ensure procedure is followed and implemented</li> </ul>
STATE ASSOCIATIONS/MEMBERS	<ul style="list-style-type: none"> <li>• Compliance with procedure.</li> </ul>

## Key Requirements

We require certain standards of behaviour from **all persons involved** in our organisation and in our sport.

Our codes of conduct are underpinned by the following core values:

- To act within the rules and spirit of our sport.
- To display respect and courtesy towards everyone involved in our sport and prevent **discrimination** and harassment.
- To prioritise the safety and well-being of children and young people involved in our sport.
- To report any behaviour which is breach of this code to help prevent the **abuse** of children and young people in our sport.
- To encourage and support opportunities for participation in all aspects of our sport.

### Sexual misconduct

Under no circumstances is any form of 'sexual behaviour' to occur between, with, or in the presence of, children or young people. Engaging in sexual behaviour while participating in our sport is prohibited even if the young persons involved may be above the legal age of consent.

'Sexual behaviour' needs to be interpreted widely, to encompass the entire range of actions that would reasonably be considered to be sexual in nature, including but not limited to:

- 'contact behaviour', such as sexual intercourse, kissing, fondling, sexual penetration or exploiting a child through prostitution
- non-contact behaviour', such as flirting, sexual innuendo, inappropriate text messaging, inappropriate photography or exposure to pornography or nudity.



### **Positive guidance [Discipline]**

We strive to ensure that children and young people participating in our sport are aware of the acceptable limits of their behaviour so that we can provide a positive experience for all participants. However, there are times when personnel may be required to use appropriate techniques and behaviour management strategies to ensure:

- an effective and positive environment;
- the safety and/or wellbeing of children, young people or personnel participating in sport.

We require **all persons** to use strategies that are fair, respectful and appropriate to the developmental stage of the children or young people involved. The child or young person needs to be provided with clear directions and given an opportunity to redirect their misbehaviour in a positive manner.

Under no circumstances are **all persons involved** to take disciplinary action involving physical punishment or any form of treatment that could reasonably be considered as degrading, cruel, frightening or humiliation.

### **Adhering to professional role boundaries**

**All persons** should not, of their own volition or at the request of a service user, act outside the confines of their duties (as specified in their position description) when involved in our sport.

Directors, staff, officials and volunteers:

- must not provide unauthorised transportation
- must not engage in activities with children or young people who are clients/members of our sport outside the events, programs and activities authorised by the organisation
- must not provide any form of support to a child or young person or their family, unrelated to our sport
- must not seek contact with children or young people (or former participants) outside sport unless their roles with the organisation requires this in line with the duties of that position
- must not accept an invitation to attend any private social function at the request of a child or young person who has participated, or is participating, in our sport. A person may only attend a private social function at the request of a child or young persons parent or guardian.

If any of **all persons** become aware of a situation in which a child or young person requires assistance that is beyond the confines of that person's role, or beyond the sporting environment, they should undertake any or all of the following at the earliest opportunity:

- refer the matter to an appropriate support agency;



- refer the child or young person to an appropriate support agency;
- contact the child or young person's parent or guardian;
- seek advice from management.

### **Use of language and tone of voice**

Language and tone of voice used in the presence of children and young people should:

- provide clear direction, boost their confidence, encourage or affirm them
- not be harmful to children – in his respect, avoid language that is:
  - discriminatory, racist or sexist
  - derogatory, belittling or negative, for example, by calling a child a 'loser' or telling them they are 'too fat'
  - intended to threaten or frighten
  - profane or sexual.

### **Supervision**

**All persons** are responsible for supervising the children and young people engaged in sport to ensure those participants:

- engage positively with our sport
- behave appropriately toward one another, for example, are respectful to fellow participants, officials and volunteers
- are in a safe environment and are protected from external threats

**All persons** are required to avoid one-to-one unsupervised situations with children and young people to whom we provide services, and (where possible) to conduct all activities and/or discussions with service recipients in view of other personnel.

### **Use of electronic or online communications**

Wherever possible, email and text messages sent to a child or young person should be copied to their parent or guardian.

Where a parent is not included in the communication:

- Restrict such communication to issues directly associated with delivering our sport, such as advising that a scheduled event is cancelled.
- Limit the personal or social content in such communications to what is required to convey the service-related message in a polite, friendly manner. In particular, do not communicate anything that a reasonable observer could view as being of a sexual nature.
- Do not use such communication to promote unauthorised 'social' activity or to arrange unauthorised contact.
- Do not request a child or young person to keep a communication a secret from their parents.



- Do not communicate with children or young people using Internet chat rooms or similar forums such as social networking sites, game sites or instant messaging.

**All persons** are required to ensure appropriate monitoring of children and young people when they use our organisation's electronic communication equipment to ensure that they do not inadvertently place themselves at risk of **abuse** or exploitation via social networking sites, gaming sites or through web searches, or inappropriate email communication.

### **Giving gifts**

Giving of gifts by **all persons** to children and young people to whom we provide service is subject to:

- obtaining prior authorisation from a supervisor or
- parents or other responsible adults being made aware of any gift given.

### **Photographs of children and young people**

Note that the general rule is that where a sport or sporting activity is taking place on public place it is legal for anyone (including parents) to take pictures of sporting activities without permission. There are some exceptions to this rule depending on the state or territory law where the photo is deemed indecent or offensive and it may constitute an offence. For private property the general rule is permission is required and restrictions on photography can be imposed (for sporting grounds for example). Please refer to the appropriate state, territory and national legislation for specifics and incorporate as necessary into your sport's policy.

Under these guidelines:

- children and young people to whom we deliver service are to be photographed while involved in our sport only if:
  - our WAI Board has granted prior and specific approval;
  - the context is directly related to participation in our sport;
  - the child is appropriately dressed and posed;
  - the image is taken in the presence of other personnel.
- Images are not to be distributed (including as an attachment to an email) to anyone outside our organisation other than the child photographed or their parent, without management knowledge and approval.
- Images (digital or hard copy) are to be stored in a manner that prevents unauthorised access by others, for example:
  - if in hard-copy form, in a locked drawer or cabinet;
  - if in electronic form, in a 'password protected' folder.
- Images (digital or hard copy) are to be destroyed or deleted as soon as they are no longer required.



- Images are not to be exhibited on our website or in publications (annual report) without parental knowledge and approval (through a signed image consent form), or such images must be presented in a manner that de-identifies the child or young person. Any caption or accompanying text may need to be checked so that it does not identify a child or young person if such identification is potentially detrimental.

### **Physical contact with children and young people**

Any physical contact with children and young people must be appropriate to the delivery of our sport such as conducting a weigh in, fitting a uniform or demonstrating wrestling moves and based on the needs of the child or young person (such as to assist or comfort a distressed young person) rather than on the needs of our personnel.

Under no circumstances should any of our personnel have contact with children or young people participating in our sport that:

- involves touching:
  - of genitals;
  - of buttocks;
  - of the breast area;
  - that is other than as part of delivering medical or allied health services
- would appear to a reasonable observer to have a sexual connotation;
- is intended to cause pain or distress to the child or young person – for example corporal punishment;
- is overly physical (for example, wrestling, horseplay, tickling or other roughhousing);
- is unnecessary (for example, assisting with toileting when a child does not require assistance);
- is initiated against the wishes of the child or young person, except if such contact may be necessary to prevent injury to the child/young person or to others, in which case:
  - physical restraint should be a last resort;
  - the level of force used must be appropriate to the specific circumstances, and aimed solely at restraining the child or young person to prevent harm to themselves or others; and
  - the incident must be reported to management as soon as possible.

**All persons** are required to report to management any physical contact initiated by a child or young person that is sexual and/or inappropriate, for example, acts of physical aggression, as soon as possible, to enable the situation to be managed in the interests of the safety of the child or young person, our personnel and any other participants.



## **Overnight stays and sleeping arrangements**

Overnight stays are to occur only with the authorisation of the state association where the participants are travelling from and authorisation of the parents/guardians of the children or young people involved. Such approval needs to be prior written approval.

Examples of prior written approval could include electronic messaging formats such as email or SMS.

Practices and behaviour by **all persons involved** during an overnight stay must be consistent with the practices and behaviour expected during delivery of our sport at other times.

Standards of conduct that must be observed by **all persons involved** during an overnight stay include:

- providing children and young people with privacy when bathing and dressing;
- observing appropriate dress standards when children and young people are present – such as no exposure to adult nudity;
- not allowing children or young people to be exposed to pornographic material, for example, through movies, television, the Internet or magazines;
- not leaving children under the supervision or protection of unauthorised persons such as hotel staff or friends;
- not involving sleeping arrangements that may compromise the safety of children and young people such as unsupervised sleeping arrangements, or an adult sleeping in the same bed as a child young person;
- the right of children to contact their parents, or others, if they feel unsafe, uncomfortable or distressed during the stay;
- parents expecting that their child can, if they wish to make contact with their parents.

## **Change room arrangements**

**All persons involved** are required to supervise children and young people in change rooms while balancing that requirement with a child or young person's right to privacy. In addition:

- avoid one-to-one situations with a child or young person in a change room area;
- **all persons** are not permitted to use the change room area to, for example, undress, while children and young people are present;
- **all persons** need to ensure adequate supervision in 'public' change rooms when they are used;
- **all persons** need to provide the level of supervision required for preventing **abuse** by members of the public, adult service users, peer service users, or general misbehaviour, while also respecting a child's privacy;
- female personnel are not to enter male change rooms and male personnel are not to enter female change rooms.



## **Use of, possession or supply of alcohol or drugs**

While on duty, **all persons** must not:

- use, possess or be under the influence of an illegal drug;
- use or be under the influence of alcohol;
- be incapacitated by any other legal drug such as prescription or over-the-counter drugs;
- supply alcohol or drugs (including tobacco) to children and young people participating in our sport.

Use of legal drugs other than alcohol is permitted, provided such use does not interfere with your ability to care for children involved in our service.

## **Transporting children**

Children and young people are to be transported only in circumstances that are directly related to the delivery of sport – for example, such as ‘they should not be given casual lifts’.

Children are to be transported only with prior authorisation from the child’s parent/guardian. Such approval needs to be in writing.

Examples of prior written approval could include electronic messaging formats such as email or SMS.

Gaining approval involves providing information about the proposed journey, including:

- the form of transport proposed, such as private car, taxi, self-drive bus, bus with driver, train, plane or boat;
- the reason for the journey;
- the route to be followed, including any stops or side trips;
- details of anyone who will be present during the journey other than our personnel who are involved in delivering our sport.

## **Communication**

We communicate our Codes of conduct requirements to **all persons** with children and young people in our organisation. We involve **all persons** in reviews of our Codes of conduct requirements. We communicate any significant alterations to our Practice and Behaviour requirements and resources to all personnel.

## **Monitoring and Review**

This document will be reviewed annually, in consultation with stakeholders. Some circumstances may trigger an early review, this includes but not limited to legislative changes, organisational changes, incident outcomes and other matters deemed appropriate by the Board and/or Chief Executive Officer. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.



## **WAI POLICIES OF CODES OF BEHAVIOUR**

WAI seeks to provide a safe, fair and inclusive environment for everyone that is involved with WAI and in the sport of Wrestling.

For this to be achieved WAI requires that certain standards of behaviour by athletes, coaches, officials, board members, parents and spectators are observed.

All of the codes of behaviour that WAI have adopted are underpinned by the following values:

- Everyone should act within the rules and the spirit of the sport
- Everyone should display respect and courtesy towards everyone involved within the sport and work to prevent discrimination and harassment
- The safety and wellbeing of children and young people is the highest priority
- Everyone should encourage and support the opportunity
- The purpose of the codes of behaviour is to ensure that all coaches, participants, parents and officials behaviour are appropriate and project standards of professional and personal conduct that are consistent with Wrestling Australia's values and uphold the public reputation of the organisation.

## **ATTACHMENTS**

- Attachment A1: General Code of Conduct
- Attachment A2: Coach Code of Conduct
- Attachment A3: Participants Code of Conduct
- Attachment A4: Officials Code of Conduct
- Attachment A5: Parent/Guardian Code of Conduct
- Attachment A6: Directors Code of Conduct



## **Attachment A1:**

### **GENERAL CODE OF CONDUCT**

This General Code of Behaviour is taken from the WAI Member Protection Policy. All members of WAI must comply with the General Code of Behaviour.

A person that is required to comply with this Policy must meet the following requirements in regard to their conduct during any activity held or sanctioned by WAI., a Member State or a State Affiliate and in any role you hold within WAI., a Member State or a State Affiliate:

1. Respect the rights dignity and worth of others.
  2. Be fair, considerate and honest in all dealing with others.
  3. Be professional in and accept responsibility for your actions.
  4. Make a commitment to providing quality service.
  5. Demonstrate a high degree of individual responsibility especially when dealing with persons less than 18 years of age, as your words and actions are an example.
  6. Be aware of and maintain an uncompromising adherence to WAI. standards, rules, regulations and policies.
  7. Operate within the rules of WAI. including national policies and guidelines, which govern WAI., and the Member States.
  8. Understand your responsibility if you breach or are aware of any breaches of this Code of Behaviour.
  9. Do not use your involvement with WAI, a Member State or a State Affiliate to promote your own beliefs, behaviours or practices where these are inconsistent with those of WAI., the Member States or the State Affiliates.
  10. Avoid unaccompanied and unobserved activities with persons less than 18 years of age, wherever possible.
  11. Refrain from any form of abuse towards others.
  12. Refrain from any form of harassment towards, or discrimination of, others.
  13. Provide a safe environment for the conduct of the activity.
  14. Show concern and caution towards others who may be sick or injured.
  15. Be a positive role model.
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## **ATTACHMENT A2**

### **Coach Code Of Conduct**

In addition to the General Code of Behaviour, a coach must meet the following requirements in regard to their conduct during any activity held or sanctioned by WAI, a Member State or a State Affiliate and in their role as a coach of WAI, a Member State or a State Affiliate:

1. Treat all participants with respect at all times. Be honest and consistent with them. Honour all promises and commitments, both verbal and written.
2. Provide feedback to participants in a caring sensitive manner to their needs. Avoid overly negative feedback.



3. Recognise participants' rights to consult with other coaches and advisers. Cooperate fully with other specialists.
4. Treat all participants fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio-economic status and other conditions.
6. Encourage and facilitate participants independence and responsibilities for their own behavior, performance and decision and actions.
7. Involve the participants in decisions that affect them.
8. Determine, in consultation with participants and others, what information is confidential and respect that confidentiality.
9. Encourage a climate of mutual support among your participants.
10. Encourage participants to respect one another and to expect respect for their worth as individuals regardless of their level of play.
11. At all times use appropriate training methods that in the long term will benefit the participants and avoid those which could be harmful.
12. Ensure that the tasks/training set are suitable for age, experience, ability and physical and psychological conditions of the participants.
13. Be acutely aware of the power that you as a coach develop with your participants on the coaching relationship and avoid any sexual intimacy with participants that could develop as a result.
14. Avoid situations with your participants that could be construed as compromising.
15. Actively discourage the use of performance enhancing drugs, the use of alcohol and tobacco and illegal substance.
16. Respect the fact that your goal as a coach for the participant may not always be the same as that of the participant. Aim for excellence based upon realistic goals and due consideration for the participant's growth and development.
17. Recognise individual differences in participants and always think of the participant's long-term best interests.
18. Set challenges for each participant which are both achievable and motivating.
19. At all times act as a role model that promotes the positive aspects of sport and of wrestling by maintaining the highest standards of personal conduct and projecting a favourable image of the sport of wrestling and of coaching at all times.
20. Do not exploit any coaching relationship to further personal, political, or business interests at the expense of the best interest of your participants.
21. Encourage participants and coaches to develop and maintain integrity in their relationship with others.
22. Respect other coaches and always act in a manner characterised by courtesy and good faith.
23. When asked to coach participants, ensure that any previous coach-participant relationship has been ended by the participant-others in a professional manner.
24. Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules.



25. Know and abide by the WAI rules, policies and standards, and encourage participants to do likewise. Accept both the letter and the spirit of the rules.
  26. Be honest and ensure that qualifications are not misrepresented. Be open to other people's opinion and willingness to continually learn and develop.
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### **ATTACHMENT A3 PARTICIPANT'S CODE OF CONDUCT**

In addition to the General Code of Behaviour, a wrestler must meet the following requirements in regard to their conduct during any activity held or sanctioned by WAI, a Member State or a State Affiliate and in their role as participants of WAI, a Member State or a State Affiliate:

1. Respect the rights, dignity and worth of fellow participants, coaches, officials and spectators.
  2. Refrain from conduct that could be regarded as sexual or other harassment towards fellow participants and coaches.
  3. Respect the talent, potential and development of fellow team members and competitors.
  4. Care and respect the equipment provided to you as part of your program.
  5. Be frank and honest with your coach concerning illness and injury and your ability to train fully within the program requirements.
  6. Conduct yourself in a professional manner relating to language, temper and punctuality.
  7. Maintain high personal behaviour standards at all times.
  8. Abide by the rules and respect the decision of the adjudicator.
  9. Be honest in your attitude and preparation to training. Work equally hard for yourself and your team.
  10. Cooperate with coaches and staff in development of programs to adequately prepare you.
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### **ATTACHMENT A4 OFFICIALS CODE OF CONDUCT**

In addition to the General Code of Behaviour, an official must meet the following requirements in regard to their conduct during any activity held or sanctioned by WAI, a Member State or a State Affiliate and in their role as an official appointed by WAI, a Member State or a State Affiliate:

1. Place the safety and welfare of the participants/participants above all else.
2. Accept responsibility for all actions taken.
3. Be impartial.
4. Avoid any situation that may lead to a conflict of interest.
5. Be courteous, respectful and open to discussion and interaction.



6. Value the individual in sport.
7. Encourage inclusivity and access to all areas of officiating, eg, do not allow small children inside the area of officiating.

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## **ATTACHMENT A5 PARENT/GUARDIAN CODE OF CONDUCT**

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In addition to the General Code of Behaviour, a parent/guardian must meet the following requirements in regard to their conduct during any activity held or sanctioned by WAI, a Member State or a State Affiliate and in your role as a parent/guardian of participants of WAI, a Member State or a State Affiliate:

1. Treat your child the same irrespective of them winning or losing.
2. Remember that your child participates in the sport of wrestling for their enjoyment not yours.
3. Try to have fun when you are around your children at competitions. Well-directed humour can be a great de-stressor.
4. Look relaxed, calm and positive on the sidelines.
5. Make friends with other parents at competitions.
6. Get involved in appropriate ways if your child or the coach behaves in unacceptable ways during competitions.
7. Let the coach do the coaching.
8. Understand that children will benefit from a break sometimes that that involvements in other sports is okay.
9. Be there when your child performs poorly, be an understanding listener rather than a critic, judge and/or fixer.
10. Be prepared to give your child some space so that he/she can grow and develop as an independent person.
11. Let your child know that your love for them is not associated with there sporting performance.
12. Communicate with your child and ask them how they are really feeling about their sport and about competing in particular.
13. Occasionally let your child compete without you being there and hovering over them.
14. Emphasize the good things that your child did in preparing for an during the competition.
15. Let the coach do the coaching.
16. Try to avoid:
  - Saying "We're competing today". Instead say "You're competing today". Give your child credit for accepting the responsibility of performing.
  - Living through your children's performance
  - Turning away when your child performs
  - Turning away when your children's performance in unsportsmanlike
  - Telling your child what he/she did wrong in a competition.
  - Making enemies with your friends opponents of family during competition.



- Making your child feel guilty by reminding them about all the time, money and sacrifice you are making for his or her sport.
- Thinking of your children's sporting performance as an investment for which you expect to get a return.
- Badgering, harassing or using sarcasm to motivate your child.
- Comparing your children's performance with those of other children.
- Forcing your children to go to training.

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## **Attachment A6: Directors Code of Conduct**

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- I.....
1. Acknowledge my fiduciary duty (duty of trust and loyalty) to Wrestling Australia represented by its members as a whole, its stakeholders and creditors of Wrestling Australia and employees;
  2. Acknowledge my duty to act in good faith and in the best interest of the Wrestling Australia
  3. Acknowledge my duty to act with care and diligence;
  4. Undertake to disclose all perceived, possible and actual, Conflicts of Interest and submit myself to the directions of the President in dealings with such Conflicts of Interest. Matters of Conflict of Interest or potential Conflict of Interest involving the President shall be referred to the Board of Directors;
  5. Undertake to study and understand all financial reports of the Wrestling Australia and accept that ignorance is no excuse in relation to responsibility for the financial standing of Wrestling Australia;
  6. Will endeavour to attend all meetings as scheduled or called by the President subject to constraints imposed by my other commitments;
  7. Will prepare myself fully for each and every meeting by studying the papers distributed and asking questions of others, as necessary, so that the process of the Board Meeting is one of taking resolutions after limited discussion, not one of research and investigation;
  8. Will commit myself to serve on committees and discharge duties in a timely and efficient manner;
  9. Will not deal solely with any operational activity and acknowledge that, in all cases, the conduct and output of operational activities of Wrestling Australia will be through the appointed Board member;
  10. Will, in dealings with each and every Board member, treat them courteously and offer help and constructive comment within my areas of knowledge;
  11. Will, at all times, consider myself an Ambassador of Wrestling Australia and conduct myself so as never to bring disgrace to or cause adverse comment to be directed at Wrestling Australia;



12. Will uphold confidentiality of discussions at Board meetings;
13. Will support all Board decisions, regardless of my own personal view;
14. Will uphold and comply with policies of Wrestling Australia and; I, being a member of the Board of Wrestling Australia confirm that I have read and understood the above points together with the Essence of Australian Sport Code of Behaviour (Australian Sports Commission) and hereby undertake to Wrestling Australia and my fellow Board Members that I will discharge my responsibilities as a Board Member in accordance with this Code of Conduct

Board Member Signature: .....

Date: .....

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