Equestrian Volunteer Code of Conduct

Purpose

The purpose of the Equestrian Volunteer Code of Conduct, is to ensure that all Equestrian Volunteers, be they Volunteer Committee Members, Volunteer Officials or Volunteer Event Assistants, have a clear understanding of the behavior that is expected of people volunteering in the equestrian sector.

As your Volunteer Manager, we will:

- ✓ Interview and engage volunteer staff in accordance with anti discrimination and equal opportunity legislation
- ✓ Provide volunteer staff with an induction and relevant training tools and resources
- ✓ Provide volunteer staff with a healthy and safe workplace
- ✓ Provide appropriate and adequate insurance coverage for volunteer staff
- ✓ Provide clear job descriptions and define volunteer roles
- ✓ Provide appropriate levels of support and management for volunteer staff
- ✓ Provide volunteers with easy access to Volunteer Policies and Procedures
- ✓ Acknowledge the rights of volunteer staff
- ✓ Acknowledge the contributions of volunteer staff.

Vision and Mission

As an equestrian volunteer, I will perform my role to the best of my ability to:

give everyone the opportunity to live their EQUESTRIAN dream…

Respect, Integrity and Behaviour

As an equestrian volunteer, I will:

- ✓ Act as a good role model and ambassador for the organisation/s, club/s and event/s at all times
- ✓ Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion
- ✓ Always welcome riders, spectators, officials and volunteers to the organisation/s, club/s and event/s
- ✓ Support, encourage and involve all riders and volunteers regardless of their talent level
- ✓ Never use offensive language or behaviour
- ✓ Adhere to the smoke-free policies of the club and to only smoke in designated 'smoking areas'
- ✓ Never smoke or drink alcohol whist in an official capacity as a volunteer
- ✓ To consume alcohol responsibly at all times at the club or event whilst not on shift as a volunteer
- ✓ Adhere to and support the Equestrian Volunteer Policies and Procedures
- ✓ Be honest and trustworthy at all times
- ✓ Respect the equipment and resources of the club or event and only use these in club or event related business
- ✓ Not partake in any illegal activity

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Volunteer Committee Members

As a committee volunteer, I will:

- ✓ Be diligent in my role
- ✓ Attend Committee meetings or forward an apology prior to the meeting
- ✓ Treat all people associated with the club, including members, volunteers, partners, external stakeholders, and other Committee Members with respect
- ✓ Always consider the welfare of the club's members
- ✓ Attend to my fiduciary responsibility and make decisions based on what is best for the Club, not for individual interest or gain
- ✓ Not take advantage of my position on the Committee in any way
- ✓ Declare any Conflicts of Interest as they arrive and act to ensure that these conflicts do not pose a risk to the organisation
- ✓ Be open to feedback from members and respond appropriately
- ✓ Adhere to the legislative requirements of the club
- ✓ Not receive gifts that result in personal financial benefit
- ✓ Always look for opportunities for improved performance of the club operations and Committee functions
- ✓ Always represent the club or committee in a professional manner
- ✓ Not speak to the media about any aspect of the club that could damage the club or its reputation

Volunteer Officials

As an official volunteer, I will:

- ✓ Support, encourage and involve all riders regardless of their talent level
- ✓ Never ridicule or yell at rider for errors or poor performance
- ✓ Always consider the wellbeing and safety of riders before performance and results
- ✓ Encourage riders to value their performances and not just results
- ✓ Encourage and guide riders to accept responsibility for their own performance and behaviour both on and off the field
- ✓ Maintain respectful and appropriate relationships with all riders
- ✓ Ensure all activities are appropriate to the age, ability and experience of riders
- ✓ Promote the positive aspects of the sport (eg fair play)
- ✓ Always respect the official's decision and support them to carry out their role
- ✓ Display consistently high standards of good sporting behaviour and appearance
- ✓ Follow all guidelines laid down by the national governing body and the club
- ✓ Hold appropriate and valid qualifications
- ✓ Never condone rule violations, unfair or unduly rough play or the use of prohibited substances

Volunteer Event Assistants

As an event volunteer, I will:

- ✓ Deliver the highest level of customer service
- ✓ I will execute my assigned tasks to the highest standard
- ✓ Refer any grievances with spectators or riders to my Team Leader
- ✓ Follow the briefing as delivered by my Team Leader
- ✓ Never speak to the media unless authorised by my Team Leader
- ✓ Never approach a horse or rider unless it is part of my role

✓ Follow all safety instructions
✓ Conduct myself in a manner in keeping with the integrity of the event

Commitment and Reporting Lines

As an equestrian volunteer, I will:

✓ Undertake my roles and responsibilities as detailed in my Position Description
✓ Follow and respect the reporting lines as detailed in my Position Description
✓ Agree to the time commitments as detailed in my Position Description

Horse Welfare

As an equestrian volunteer, I will:

✓ Remember and abide by the guidelines issued by the governing body.
✓ When in close proximity to a competition area, give consideration to the horses and competitors and not do anything to prevent the horses from being able to do their best.
✓ Always exercise care when working in areas adjacent to horse activities and always be aware of horse traffic.

I have read and agree to abide by the Codes of Conduct and understand that if I breach any of the Codes, disciplinary action will result.

Name:

Date:

Signature:

Parent signature to accompany where the participant is under 18.

Parent's name:

Date:

Signature: