

# Code of Conduct Policy

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<b>Insert Club/event name</b>		Approval Date:	
		Review Date:	
		Version No:	
<b>President:</b>	Sign:	Name	
<b>Vice-President:</b>	Sign:	Name	

## 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 behaviour that is expected of people volunteering in the equestrian sector.

## POLICY

As managers of the volunteer workforce, the club and/or event 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.

## PROCEDURES

All volunteers will be required to sign the Code of Conduct when they accept their volunteer role and in order to volunteer with the Club and/or event. The Club and/or event will then countersign it to confirm their agreement.

Volunteers should be:

- ✓ Provided with the Code of Conduct to read
- ✓ Clearly explained any points in it they don't understand or are not familiar with
- ✓ Given adequate time to read and sign in it
- ✓ Given the option not to sign it and therefore not to volunteer with the Club/or event

Club and/or event Committees should:

- ✓ Explain the importance of the Code of Conduct
- ✓ Explain the benefit to the volunteer of the Code of Conduct
- ✓ Discuss any issues Volunteers have with the Code of Conduct with them
- ✓ Store signed copies of Codes of Conduct in safe and secure locations
- ✓ Provide volunteers with a copy of their signed Code of Conduct
- ✓ Reference the Code of Conducts if required eg. inappropriate behaviour of a volunteer in violation of the Code of Conduct

Adapted from: [www.clubhelp.org.au](http://www.clubhelp.org.au)

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## 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
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### 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 whilst 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

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- ✓ 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

## **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

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## 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.

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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: \_\_\_\_\_