

MyFrame

Valid From 1<sup>st</sup> September 2013

# Codes of Conduct

Version 3



## Contents

1.	Overview of Codes and Procedures .....	3
2.	Contact details .....	4
3.	Definitions .....	5
4.	Values and Guiding Principles .....	7
5.	Code of Conduct .....	8
6.	Code of Conduct for Coaches, Umpires, Table Officials, Team Managers, Teachers, Tutors, Assessors, Testers, Trainers, Verifiers and Mentors and all Volunteers participating in Netball .....	10
7.	Code of Conduct for England Netball National Groups, Committees, Regional Board Members, County Board Members and Regional and County Committee Members .....	11
8.	Code of Conduct for Parents/Carers .....	13

## 1. Overview of Codes and Procedures

Sporting excellence and enjoyment are only achieved by participants and spectators through adherence to the highest moral, ethical and sporting standards. Our mission is to establish England Netball as a top-performing, financially sustainable National Governing Body that promotes 'Netball for Life' and develops world-class athletes. One of the underlying objectives in our strategy for 2013–2017 is to establish a safe, fair and inclusive sporting environment.

To achieve this ambition, we must continue to engage women and girls in our sport and provide them with an enjoyable, exciting and stimulating experience. The promotion of respect, good sportsmanship, high standards of behaviour and ethics are fundamental to this objective. Our Codes of Conduct set out the standards and expectations that are applicable to every Member and Connected Participant involved in the delivery of Netball under the auspices of the National Governing Body in England.

The Code of Conduct for Members and Connected Participants is applicable to everyone involved with Netball. This code is adapted and augmented depending on the additional roles undertaken by the individuals concerned. These additional codes of conduct should not be considered in isolation.

Breaches in standards and expectations must always be taken seriously and fairly handled according to open and transparent regulations. The application of sanctions must be consistent, relevant and proportionate. Our *Disciplinary Regulations* define the regulations under which any breach or alleged breach will be investigated.

It is the responsibility of all Members and Connected Participants to understand England Netball's standards and expectations under the individual codes of conduct and to help us ensure that the code is applied by all netball participants in England.

## 2. Contact details

	Address	Website and telephone
<b>England Netball Head Office</b>	Complaints and Disciplinary Secretary, Netball House, 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH	<a href="http://www.englandnetball.co.uk">www.englandnetball.co.uk</a> <b>Tel:</b> 01462 442344 <b>Fax:</b> 01462 442343

### Netball Regions

East	Regional Coordinator, Netball House, 9 Paynes Park, Hitchin, Hertfordshire SG5 1EH	<a href="http://www.netballeast.org.uk">www.netballeast.org.uk</a> Tel: 01462 428336
London & South East	Regional Coordinator, c/o Brunel University Sports Centre, Kingston Lane, Uxbridge, Middlesex UB8 3PH	<a href="http://www.londonandsoutheastnetball.co.uk">www.londonandsoutheastnetball.co.uk</a> Tel: 01895 266202
South	Regional Coordinator, Bisham Abbey National Sports Centre, Off Marlow Road, Bisham, Bucks SL7 1RR	<a href="http://www.netballsouth.co.uk">www.netballsouth.co.uk</a> Tel: 01628 477090
South West	Regional Coordinator, National Netball Centre, University of Bath, Sports Training Village, Claverton Down, Bath BA2 7AY	<a href="http://www.netballsouthwest.co.uk">www.netballsouthwest.co.uk</a> Tel: 01225 383774
West Midlands	Regional Coordinator, Walsall Campus Sports Centre, University of Wolverhampton, Walsall Campus, Gorway Road, Walsall WS1 3BD	<a href="http://www.netballwestmidlands.co.uk">www.netballwestmidlands.co.uk</a> Tel: 01902 518752
East Midlands	Regional Coordinator, Netball Office, Netball and Badminton Centre, Loughborough University, Loughborough, Leics LE11 3TU	<a href="http://www.eastmidlandsnetball.co.uk">www.eastmidlandsnetball.co.uk</a> Tel: 01509 226753
North West	Regional Coordinator, The National Cycling Centre, Stuart Street, Manchester M11 4DQ	<a href="http://www.netballnorthwest.org.uk">www.netballnorthwest.org.uk</a> Tel: 01925 534333
North East	Regional Coordinator, Northumbria University, 6 North Street East, Newcastle Upon Tyne NE1 8ST	<a href="http://www.northeastnetball.co.uk">www.northeastnetball.co.uk</a> Tel: 0191 3347223
Yorkshire	Regional Coordinator, English Institute of Sport, Sheffield, Coleridge Road, Sheffield S9 5DA	<a href="http://www.netballyorkshire.co.uk">www.netballyorkshire.co.uk</a> <a href="http://www.yorksandhumbernetball.co.uk">www.yorksandhumbernetball.co.uk</a> Tel: 0114 2235697

### 3. Definitions

The definitions within the Code of Conduct are consistent with the Disciplinary Regulations; with the following terms having the meanings set out below:

**Board** means the Board of Directors of England Netball.

**Child** means an individual who is under the age of 14.

**Codes of Conduct** means the set of behavioural standards which the Appropriate Authority establishes as the expected minimum standards of behaviour.

**Club** means a collection of individuals that come together from time to time as Netball Clubs and as a result of affiliating some or all of those individuals to England Netball, the club itself will be admitted from time to time by the Board as Members.

**CMG** means the Case Management Group(s) which are any group established by the Board from time to time to oversee disciplinary and safeguarding cases in progress at the National Governing Body level.

**Competition** means occasions where a number of teams/Clubs compete together in a formal or informal structure, often with a winning team and/or relegation or promotion aspects. This can be for a social purpose, played for fun or of a more competitive nature. Competition can be held at a home or away venue, or at a central venue, festival or tournament.

**Connected Participant** means any person who from time to time participates in netball by way of being a volunteer serving on the England Netball Board or a Regional Management Board, or a County Committee or Regional and County Associations' technical or sub groups. For the avoidance of doubt, the Codes of Conduct and Disciplinary Regulations apply to Connected Participants involved in the Sport, including Non-Executive Directors of England Netball and Members of the Regional Management Board and County Association and their technical/sub groups, and other volunteers, regardless of whether they are a Member or not.

**Conflict of Interest** means a situation in which an individual has competing interests or loyalties or there may be a perception of or actual bias.

**Confidential Information** means any information supplied or disclosed that is confidential or secret in nature and is supplied in such a way as to impart a duty of confidence.

**County Association (County)** means an association of leagues, Clubs, groups and schools as determined by the Board in accordance with the Memorandum of Association or the Articles of Association or other Membership regulations.

**County Committee** means the lead committee under which the County Association is governed.

**Disciplinary Action** means proceedings, or part thereof, in accordance with The Disciplinary Regulations

**Disciplinary Matter** means inappropriate, incorrect, improper or unlawful conduct, any breach of The Disciplinary Regulations, the rules, regulations, codes, bye-laws, policies or licence schemes imposed by England Netball on any Member from time to time, or any conduct which is detrimental to the interests of the Sport, examples of which are listed in Regulation 3.

**Disciplinary Regulations (The Disciplinary Regulations)** the document that defines the Disciplinary Procedure that will deal with any breaches or failure to comply with any England Netball rules, regulations, codes and policies either directly or through the Regional and County Associations.

**England Netball (EN)** means the All England Netball Association Limited, a private company limited by guarantee and registered in England with the registered number of 1698144.

**Grievance** means an informal expression of dissatisfaction with the actions or behaviour of a Member or Connected Participant. The individual raising a Grievance will not wish to follow formal Disciplinary Procedures for the Grievance but wants to resolve the situation informally. Procedures for informal resolutions of Grievances are not set out The Disciplinary Regulations and will be left to the discretion of the organisations or individual receiving the Grievance.

**INF** is the International Netball Federation.

**Lead Child Protection Officer** means the England Netball Compliance and Inclusion Manager or any other individual responsible for national Child, Young Person and Adult at Risk protection and equality issues at England Netball.

**Member** means any individual or organisation appointed as a Personal or Group Member in accordance with England Netball's Articles of Association. Where an organisation is a Member, the leader of the organisation (usually the Chairman of the management group/committee) will be held to account on behalf of the organisation; Sanctions (including Interim Suspensions) resulting from the Disciplinary Procedure may be applied to the organisation.

**National Governing Body** means England Netball.

**Regional Association (Region)** means an association of County Associations as determined by the Board, in accordance with the Memorandum or the Articles or the Membership Regulations.

**Regional Management Board** means the lead committee under which the Regional Associations are governed.

**Regulations (The Disciplinary Regulations)** means the England Netball Disciplinary Regulations and any amendments or updated versions thereof that may be made from time to time.

**Social Media** means media designed to be disseminated through social interaction, using highly accessible and scalable publishing techniques. Social media use internet and web-based technologies to communicate with one another and receive news, information and entertainment. Types of Social Media include networks like Facebook, YouTube, Blackberry Messenger and also blogs and podcasts.

**Sport** means the game of netball or any versions of the game that is recognised and governed by England Netball and the end-to-end requirements in order to deliver the Sport.

**Adult at Risk** means an individual aged 18 years or over 'who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation' [source: *No Secrets*, 2009].

**Young Person** means an individual who has attained the age of 14 and is under 18 years of age.

## 4. Values and Guiding Principles

England Netball has undertaken extensive consultation with attendees at our nine regional road shows, our staff team and the Board to agree a set of corporate values that the 'Netball family' feel ownership of. They are:

The NGB: Leadership, Excellence, Participant Focused and Integrity

The Sport: Respect, Teamwork, Achievement and Fun

Our values are underpinned by the following Guiding Principles which shape and frame our organisation's culture, personal relations and decision-making. These principles are:

- We are a customer-focused sports business. We will always place the participant at the heart of everything we do and provide the best quality service we can but we will balance that with the need to grow and manage a sustainable business.
- We will value and respect the contribution and needs of our volunteer workforce who are integral to our success.
- We will centrally coordinate and locally deliver our portfolio of programmes and products targeting resource at the point of need (one size does not fit all). By ensuring pathways are integrated and securing a return on our investment (financially or socially) creating capacity to reinvest in the business and delivering long-term sustainability.
- We will be innovative and progressive in our thinking, always connecting short-term actions to medium-term strategies and long-term goals and striving to improve the quality and standard of what we do and how we do it.
- We will work as 'one team aligned to one dream' for the benefit of netball in England and as such we will succeed or fail together.
- We will work in partnership and collaboration where there is a mutual benefit in terms of operational effectiveness and efficiency, value for money and added value for participants in netball.
- We will develop, enable and encourage programmes and activities that have a positive and beneficial impact on the lives of netball participants.
- We will establish integrated planning and process pathways that enable rather than constrain service excellence, making England Netball easy to do business with and add value to the participant.
- We will recognise and celebrate individual and collective contributions and success.

These values and guiding principles are set out at the front of England Netball's Your Game Your Way Strategic direction for 2013-17.

## 5. Code of Conduct

Our Codes of Conduct require the highest standards of conduct from everyone involved in netball to ensure that their behaviour and actions meet the values and standards expected at all times. Everyone must conduct themselves in an honest, fair, impartial and transparent manner.

Our Codes of Conduct are applicable to all aspects of the Sport and are driven by England Netball's Values (Respect, Teamwork, Achievement and Fun) and the Guiding Principles (set out above).

### **I will Respect:**

- The rules, regulations and requirements of the Sport, including, but not limited to, any competitions in which I participate either directly or indirectly
- The rights, dignity and worth of all people involved in netball, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- The rights, dignity and worth of Children, Young People and Adults at Risk and ensure that I am aware of the Safeguarding best practice guidelines and procedures when interacting with them.
- Confidentiality and the sensitivities of information I hold on other individuals.
- Netball and the individual's reputation and not take any action or make inappropriate comments about a fellow participant, coach, official, volunteer or member of England Netball's staff that will bring the Sport or those associated with delivering the Sport into disrepute, including making comments on social media technology. I will respect EN's guidance and policies on social media technology.
- The position I hold within Netball and always conduct and dress myself in an appropriate manner.
- The result of the game and will not attempt to offer, offer or accept either directly or indirectly any consideration whatsoever in return for influencing or attempting to influence the result or seek to achieve personal gain on a result which I can influence by betting on any match or event where I am participating, either by playing, coaching or officiating, or through direct or indirect involvement.

### **Netball is based on Teamwork, therefore I will:**

- Not abuse or misuse any relationship of trust or position of power or influence held by me in my team, be that my playing team, Club, County, Regional or England Netball
- Be on time, dressed appropriately and ready to give my full attention to the role I am carrying out within Netball
- Recognise that individuals bring different qualities and attributes but "together we will excel".
- Welcome new members, volunteers, and connected participation and cooperate with Members, Connected Participants, colleagues, coaches, officials and administrators already in the Sport.

### **I recognise individuals participate in Netball to achieve and have fun, therefore I will:**

- Recognise the achievements of others and applaud their successes

- Endeavor to ensure that all involved in the Sport optimise their potential by promoting the positive aspects of the sport and never condoning the use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination or physical violence.
- Not impinge on others enjoyment of the Sport or my performance by consuming alcoholic drinks or smoke immediately prior to or while participating in the sport, or while safeguarding children, young people or vulnerable adults
- Ensure that everyone has the opportunity to participate in a fair, honest environment by rejecting cheating, abiding by the Anti-Doping policies and not taking illegal substances immediately prior to or while participating in the Sport.
- Display modesty in victory and graciousness in defeat; be sporting – whether I win or lose; always acknowledge the other team and the umpires at the end of the game with a hand shake or three cheers.
- Never argue with an official or participant during a game and listen to and cooperate with officials' decisions
- Control my temper; I understand that verbal, emotional and physical abuse of officials, coaches, spectators or participants, or deliberately distracting or provoking a participant, coach or official is not acceptable or permitted behaviour in netball
- Enjoy the game and ensure other can also enjoy it.

I will endeavour to abide by this code of conduct and promote it to others. I understand that if I fail to follow the code, the England Netball, the Regional Association or the County Association may take action against me under the Disciplinary Regulations which may result in Sanctions including fines and suspension.

## 6. Code of Conduct for Coaches, Umpires, Table Officials, Team Managers, Teachers, Tutors, Assessors, Testers, Trainers, Verifiers and Mentors and all Volunteers participating in Netball

The Code of Conduct state the values and standards expected at all time. In addition to these, when in my capacity as a coach, umpire, table official, team manager, teacher, tutor, assessor, tester, trainer, verifier, mentor or volunteer, **I will also:**

- Be a positive role model for netball by acting in a way that projects a positive image of my role within netball and being fair, considerate and honest with participants and officials
- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience
- Exercise reasonable care and skill when carrying out my duties, including but not limited to keeping up to date with the latest practices and developments by taking up further education and other personal and professional development opportunities
- Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of the game by applying them fairly and to effect control of the game
- As a coach, seek to inspire and motivate in accordance with an individual's abilities to enable them to play to the best of their ability and realise their potential
- As a coach, provide athletes with planned and structured training programmes appropriate to their abilities and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to sickness or injury
- As a tutor, assessor, tester, trainer, verifier or mentor, provide candidates with the appropriate information, planned and structured programmes appropriate to their needs and goals, ensuring that equal attention is applied, and to provide appropriate feedback following observation of a session
- Be mentally and physically fit to carry out my role within netball
- Ensure that the training and/or competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the athletes
- Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking.

I will endeavour to abide by this code of conduct and promote it to others. I understand that if I fail to follow the code, the England Netball, the Regional Association or the County Association may take action against me under the Disciplinary Regulations which may result in Sanctions including fines and suspension.

## 7. Code of Conduct for England Netball National Groups, Committees, Regional Board Members, County Board Members and Regional and County Committee Members

The Code of Conduct state the values and standards expected at all time. In addition to these, when in my voluntary capacity as a member of the National Group/ Committee, Regional and County Board/Committee/Group, **I will also:**

- Promote and embed the England Netball group, Regional and/or County values, aims and policies
- Act only in the interests of England Netball, the Region or the County, and not on behalf of any constituency or interest group; the knowledge and understanding that each Board or committee member brings from their own experience is highly valued but Board and committee members are not permitted to act as representatives of any constituency or interest group
- Establish and maintain robust and comprehensive governance processes and regimes
- Actively contribute to the effective work of the Board/Group/Committee through:
  - thorough preparation and reading of all papers circulated prior to meetings
  - regular attendance, participation and contribution at meetings, including constructive challenge
  - ensuring timely response to agreed actions, requests for information and guidance
  - attending the AGM/EGM and England Netball/Regional/County events as and when required
  - deal with issues of clarification 'offline' before meetings in order maintain a sharp focus on agenda items during meetings to ensure that meetings run to time and time is fully utilised
  - not use technology or communicate with others outside during meetings
- Attend relevant training events and take reasonable steps to ensure awareness of public policy, statute and other issues that may affect the work of England Netball, the Region or County.
- Listen to and respect the views of others
- Seek positive and constructive resolution to those issues where differences in opinion exist, and where a vote is taken accept the decision of the majority
- Respect the office of Chairman
- Observe the highest ethical standards of impartiality, integrity and objectivity in relation to the stewardship of public funds and management
- Act in a way considered to be in good faith and most likely to promote the success of the organisation for the benefit of its members as a whole including not using my position to obtain for myself, family members or close associates employment or other advantages with England Netball/the Region/the County or any individual or organisation associated with England Netball/the Region/the County.
- Maximise value for money through ensuring that services are delivered in the most economical, efficient and effective way within available resources and that independent validation of performance is achieved wherever practicable
- Maintain focus on the strategic development through planning, prioritising, performance monitoring and evaluation.

- Notify the appropriate authorities should my personal circumstances change and a conflict develops or I am charged or convicted of a criminal offence which would result in me not being a fit and proper person to hold my position within netball
- Support other Boards/Groups/Committees and individuals in their leadership of the organisation.
- At all times act as an ambassador and advocate for England Netball, Region or County, promoting the organisation's key messages and always presenting the sport and its people in a positive light.
- Not attempt to exercise individual authority over England Netball/the Region/the County or its staff and volunteers except as explicitly set out in policies
- Respect confidentiality and not pass any information gained through my involvement with the Board/Committee/Group to a third party without approval of the chairman.

I will endeavour to abide by this code of conduct and promote it to others. I understand that if I fail to follow the code, the England Netball, the Regional Association or the County Association may take action against me under the Disciplinary Regulations which may result in Sanctions including fines and suspension.

## 8. Code of Conduct for Parents/Carers

The enjoyment and safety of your child when involved in a netball activity is of paramount importance to England Netball. Every child will be encouraged and asked to ensure that their behaviour and actions meet the values and standards expected of them at all times. As parents, you are asked to support our Codes of Conduct and embrace the spirit of our game.

### **As a parent/carers, I will:**

- Encourage my child to play within the rules and respect officials' and coaches' decisions
- Support my child's efforts and performance, give positive comments that motivate and encourage continued effort and learning
- Understand that competition is about winning and losing, so results are always accepted without undue disappointment
- Be a positive role model to my child by helping them work towards skill improvement and good sportsmanship
- Remember that children learn best by example; I will applaud good play by both my child's team and their opponents
- Thank the coaches, officials and other volunteers who give their time for my child and not interfere with their decisions
- Help when asked by a coach or official
- Respect the rights, dignity and worth of all people involved in the game, regardless of gender, marital status, race, colour, disability, sexuality, age, occupation, religion or political opinion
- Read the rules of the sport to understand better what I am watching and discussing with my child
- Promote this code of conduct to other parents, carers and supporters
- Be aware of my child's club safeguarding policy and ensure that any concerns are reported to the club's safeguarding officer or England Netball's Lead Safeguarding Officer.

### **As a parent/carers, I will not:**

- Pressure my child in any way; I know that this is their sport not mine
- Use inappropriate language, harass athletes, coaches, officials or other spectators
- Criticise or ridicule my child for making a mistake or losing after the game
- Force my child if they are unwilling to participate in the sport
- Arrive at a netball activity under the influence of alcohol or drugs

- Use Social Media technology to bring the game into disrepute or make an inappropriate comment about an athlete, coach, official, volunteer or member of England Netball staff
- Consume illegal substances either immediately prior to or while being at a netball activity where my child is participating in the sport
- Consume alcoholic drinks or smoke either immediately prior to or while being at a netball activity where my child is participating.

