

# NEW SOUTH WALES AMATEUR PISTOL ASSOCIATION

## CODE OF CONDUCT

### 1 INTRODUCTION

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The New South Wales Amateur Pistol Association Inc (NSWAPA) Code of Conduct (the *Code*) applies to all persons associated and/or involved with NSWAPA and its activities in any capacity regardless of membership to NSWAPA or not. Such persons include, but not limited to, the following:

- (a)** Employees, officials and volunteers appointed by NSWAPA or NSWAPA representatives to act on behalf of NSWAPA.
- (b)** Members of the NSWAPA Management and Executive Committees.
- (c)** Discipline Directors appointed by NSWAPA.
- (d)** Volunteers acting in any capacity on behalf of NSWAPA including, but not limited to, Judges, Referees, Range Officers, Safety Instructors, Coaches, Trainers, Fitness Instructors or any other instructors and workers.
- (e)** Persons of Extra Responsibility.
- (f)** Contractors and their employees.
- (g)** Competitors who are NSWAPA members who enter or participate in any activity, event or training camp held or sanctioned by NSWAPA.
- (h)** Competitors who are NSWAPA members and are selected by NSWAPA to represent NSW at National Competitions.
- (i)** Competitors who are Pistol Australia members and are selected by Pistol Australia to represent Pistol Australia or Australia at International Competition.
- (j)** Individual members of NSWAPA.
- (k)** Any individuals who become involved in any activities, functions, or engagements of NSWAPA for whatever reason.

The purpose of this *Code* is for the protection of all stakeholders in ensuring that every individual is treated with respect, dignity and fairness and assured of his/her safety by preventing discrimination, harassment, abuse, sledging, child abuse or any other forms of inappropriate behaviour.

The *Code* may be amended from time to time by NSWAPA. NSWAPA reserves the right to take any or all appropriate disciplinary action against any person or organization bound by the *Code*, if breached. In the event that disciplinary action is deemed necessary and has commenced, the *Code* will apply to respective persons or organisations during, as well as after they have ceased their association or employment with NSWAPA.

It is the responsibility of all stakeholders to make themselves aware of the provisions of the *Code* at all times. Copies of the *Code* can be obtained from the NSWAPA office or from the website at [www.nswapa.org.au](http://www.nswapa.org.au)

## 2 CORE VALUES

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The *Code* is based on NSWAPA's core values and requires that all stakeholders are aware of and abide by these values;

- (a)** Honesty and integrity.
- (b)** Treat people with dignity and respect.
- (c)** Being responsive to the needs of others.
- (d)** Being open and transparent.
- (e)** Listen and communicate effectively.
- (f)** Accept full responsibility for one's actions.
- (g)** Be accountable for one's actions.
- (h)** Co-operate and work as a team.
- (i)** Value the health, wellbeing and safety of others especially juniors.
- (j)** Value diversity.

## 3 STANDARDS OF BEHAVIOUR

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The *Code* requires every individual or organization defined herein to adhere to the following standards of behaviour;

- (a)** Be a positive role model and promote NSWAPA in a positive light.
- (b)** Act in a manner that is ethical, fair and honest in all dealings with others and with NSWAPA.
- (c)** Treat everyone with respect and courtesy, having proper regard for their dignity, rights and obligations.
- (d)** Place, at all times, the safety and welfare of others, particularly children above all other considerations.
- (e)** Comply with NSWAPA's constitution, rules and policies including the *Code*.
- (f)** Operate within the rules of the sport and in the spirit of fair play and good sportsmanship.
- (g)** Comply with all State and Federal laws, particularly, anti-discrimination, harassment, child protection, firearms laws and all laws pertaining to the supply and consumption of alcohol and drugs.
- (h)** Do not discriminate against any person on the grounds of age, gender, race /nationality, sexual orientation or any other category other than that person's merit.
- (i)** Act responsibly and be accountable for your actions.
- (j)** Be diligent and perform in a manner that is conducive to the health, wellbeing and safety of yourself and others.
- (k)** Do not engage in any form of sledging or harassment towards any individual.
- (l)** Do not engage in any manner towards an individual that may be viewed as sexual harassment/abuse.
- (m)** Do not engage in physical, verbal, emotional abuse towards any other person.
- (n)** Do not engage in intimidating or bullying behaviour towards others.
- (o)** Behave professionally, honestly and with integrity.
- (p)** Commit to providing quality of service at all times.
- (q)** Do not behave in any manner that may bring the reputation of NSWAPA into disrepute.

- (r) Do not use your involvement with NSWAPA to promote yourself ahead of or to the detriment/disadvantage of NSWAPA.
- (s) Do not use your involvement with NSWAPA to promote your own beliefs, behaviours, standards or practices particularly when inconsistent with the beliefs, behaviours, standards or practices of NSWAPA.
- (t) Do not make improper use of inside information, your status, power or authority, whatever that may be in the circumstances.
- (u) Take appropriate steps to avoid conflict of interest, real or apparent, with your engagement with NSWAPA.
- (v) Maintain confidentiality with respect to all information obtained in the course of any engagement or work performed on behalf of NSWAPA.
- (w) Do not engage in the inappropriate disclosure, directly or indirectly, of any information regarding NSWAPA matters.
- (x) Do not provide false or misleading information about NSWAPA or its stakeholders.
- (y) Act with care and concern for others especially those who may be sick or injured.

## 4 GLOSSARY OF TERMS

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**Abuse** - to treat others in a harmful, injurious or offensive way.

**Accountable** - to be answerable for one's own actions.

**Child abuse** - harmful, injurious or offensive treatment of a minor.

**Code** - the NSWAPA code of conduct.

**Cooperate** - to work or act together for the common purpose and benefit of NSWAPA ahead of the individual.

**Confidentiality** - maintain strict privacy on matters of NSWAPA, spoken, written or by action.

**Contractor** - one engaged by NSWAPA to supply and/or undertake work on behalf of NSWAPA for payment of services rendered.

**Courtesy** - acting in a respectful, considerate and dignified manner towards others.

**Dignity** - Maintain one's self respect or that of another person.

**Diligent** - attentive and persistent in your efforts to accomplish a task.

**Disclose** - reveal to others.

**Discrimination** - treatment or consideration of, or making a distinction in favour of or against a person or thing based on the group, class, or category to which that person belongs rather than on the persons merit.

**Diversity** - state of being different.

**Employee** - individual employed for services rendered in exchange for specified remuneration.

**Ethical** - acting in a moral or principled manner and in accordance with the rules and standards for the right conduct or practice.

**Fair** - free from bias, dishonesty and/or injustice.

**Harassment** - disturb, torment, bother, pester, persecute and/or attack verbally, sexually, physically and/or mentally.

**Health** - sound medical and physiological condition of body and mind.

**Honesty** - truthful, sincere and free deceit and/or fraud.

**Integrity** - of moral and/or ethical principles.

**NSWAPA Constitution** - fundamental principles by which NSWAPA is governed.

**NSWAPA Member** - an individual having paid membership fees for a given period.

**Obligations** - responsibility by which one is bound or obliged to fulfill out of duty.

**Officials** - one appointed and/or elected to office or position of duty.

**Physical abuse** - to use violence and harm or injure one in a physical manner.

**Respect** - to show due regard or consideration of another.

**Responsible** - to be reliable, dependable, accountable and answerable in fulfilling one's duties.

**Responsive** - acting readily and sympathetically to the task at hand.

**Rights** - provisions due to one by just claim, legal guarantee, moral principle etc.

**Safety** - freedom from risk, injury, danger or loss.

**Sexual Harassment** - disturb, torment, bother, pester, persecute and/or attack in a manner of sexual nature.

**Sledging** - the act of one member insulting another member during a match in order to make them angry or loose concentration or confidence.

**Stakeholder** - one that has a share, investment and/or interest in NSWAPA for whatever reason.

**Transparent** - open, frank, candid and/or unobstructed.

**Values** - ideals that guide appropriate standards of behaviour.

**Verbal abuse** - to speak harshly, insultingly or unjustly about or to others.

**Violent** - physically, mentally, and/or emotionally abusive and which causes injury.

**Volunteer** - one that willingly offers his/her services to perform a duty without pay and/or remuneration.

**Wellbeing** - in good physical, mental and emotional state of being.