

Attachment B4: Administrator Code of Behaviour

As an administrator of HA or as/with a Member⁵ you required to comply with *this policy*. You must meet the following requirements in regard to your conduct and in any role you hold within HA or as/with a Member.

Behaviour

- Help coaches and officials highlight appropriate behaviour and skill development;
- Preserve and protect the standing and reputation of the organization;
- Demonstrate a high degree of individual responsibility especially when dealing with persons under the age of 18 years, as your words and actions are an example;
- Act honestly and in good faith and in the best interests of the sport as a whole;
- Make it clear that abusing young people in any way is unacceptable and will result in disciplinary action.
- Remember, you set an example. Your behaviour and comments should be positive and supportive.

Rules

- Be aware of and maintain adhesion to HA standards, rules and regulations and also operate within the international rules and regulations where applicable; if you are unsure of the application of standards, rules and / or regulations, seek advice prior to proceeding;
- Provide the respective Codes of Behaviour to spectators, officials, parents, coaches, players and the media, and encourage their compliance.

Participation & Development

- Support implementation of the HA Junior Hockey Policy.
- Ensure that everyone involved in junior sport emphasises fair play, and not winning at all costs.
- Give all people equal opportunities to participate.
- Create pathways for young people to participate in sport not just as a player but as a coach, Umpire, administrator etc.
- Ensure that rules, equipment, length of games and training schedules are modified to suit the age, ability and maturity level of young players.
- Provide quality supervision and instruction for junior players
- Remember that young people participate for their enjoyment and benefit. Do not over emphasise awards.
- Help improve the standards of coaching and officiating;

Human Rights & legislation

- Be aware of your legal responsibilities;
- Abide by the relevant Child Protection requirements and legislation;
- Avoid unaccompanied and unobserved activities with persons under the age of 18 years wherever possible;
- Respect the rights, dignity and worth of every person regardless of their gender, ability, cultural background or religion.

Values, procedure application and business practice approach

⁵ As per the enclosed Dictionary, this means a State Association or its board, committee/s, sub-committee/s or advisory panel, an Affiliated Association and/or Affiliated Club or their board, committee/s, sub-committee/s or advisory panel

- Be professional in all actions – language, presentation, manner and punctuality should reflect high standards; apply this to dealings with all stakeholders internal and external to the organization;
- Resolve conflicts and/or complaints fairly and promptly through established procedures;
- Demonstrate integrity- provide frank, impartial and timely advice; be honest, open and transparent; use your powers/position responsibly; report improper conduct/unethical behaviour; avoid any real or apparent conflicts of interest;
- Demonstrate impartiality; make decisions and provide advice on merit and without bias, favouritism or self-interest; act fairly by objectively considering all relevant facts and fair criteria;
- Demonstrate accountability; working to clear objectives in a transparent manner; accepting responsibility for your decisions and actions; seek to achieve the best use of resources;
- Demonstrate respect; promote an environment that encourages respect and behave in a fair and objective manner; manage personal information in an appropriate manner and in accordance with legislation; create and adhere to an environment free of discrimination, harassment and bullying; value and promote diversity; use your knowledge and expertise to deliver a high quality service and identify opportunities to improve service outcomes.

General

Involve young people in planning, leadership, evaluation and decision making related to the activity.