



CODE OF CONDUCT

COVERAGE

This code applies to members of Touch New Zealand which for the purposes of this code are deemed to include:

- Any Module Committee that is a financial member of a Provincial Association or Associate Member;
- Persons who pay an affiliation fee to Touch NZ through a Module Committee, Provincial Association or Associate Member;
- Any other persons who are officially recognised by a Module Committee, Provincial Association, Associate Member or Touch NZ;
- Provincial Associations or Associate Members of Touch NZ and all officers, volunteers, employed staff of same.

PURPOSE

As a member of Touch NZ a certain standard of behaviour will be expected of you. This reflects the basic requirements of:

- professionalism and integrity needed to ensure that a quality product & service is provided to all members and the public, and that a pleasant and safe working environment exists for all staff; and
- Courtesy and respect to be shown to all members and the public.

The purpose of this code is to assist you to know and understand the standards of behaviour expected of you.

SHARED EXPECTATIONS

Where there is a shared expectation between Touch NZ and its members, Touch NZ can operate effectively **and** provide a quality product and service to its members and the public

This is a two-way commitment and benefits both Touch NZ and its members when expectations are met.

Set out below is a summary of the expectations that the New Zealand Touch has of you and the expectations you can have as a member of Touch NZ.

MEMBER EXPECTATIONS OF TOUCH NZ

Touch NZ has an obligation to behave in a fair and reasonable manner towards its members. Touch NZ is committed to ensuring that the following member expectations are met:

- ◆ quality participation opportunities in touch for all levels of the sport
- ◆ quality technical resources, services and training in coaching, refereeing & playing
- ◆ impartial and open selection and appointment procedures
- ◆ effective communication of information
- ◆ freedom from being harassed or unlawfully discriminated against
- ◆ Appropriate disciplinary and dispute procedures, and the opportunity for redress against unfair or unreasonable treatment by Touch NZ or any of its members.

BREACHES OF THE CODE OF CONDUCT

This Code of Conduct describes the standards of behaviour expected of all members of Touch NZ.

Behaviour or actions (as outlined in this Code) that are considered unacceptable by Touch NZ or its members may result in disciplinary action against the member concerned through the Touch NZ Judicial, Disciplinary and Appeal Procedures as approved by the Executive Council.

CODES OF BEHAVIOUR

Principles

The Code of Conduct establishes three principles of conduct which all members of Touch NZ are expected to observe:

- 1) Touch NZ members should fulfil their lawful obligations to Touch NZ with professionalism and integrity.
- 2) Touch NZ members should perform their official duties honestly, faithfully and efficiently, respecting the rights of the public and their fellow members.

- 3) Touch NZ members should not bring Touch NZ or the sport of touch into disrepute through their activities, whether inside or outside Touch NZ. Activities outside Touch NZ are unlikely to be acceptable if they damage the standing or reputation of Touch NZ or the sport of touch generally.

More particularly, members of Touch NZ are expected to observe the following principles:

- 4) During the term of your membership with Touch NZ you have a duty to treat your fellow members and the public with courtesy and respect.

This means that you are expected to:

- a) respect the privacy of individuals when dealing with personal information
 - b) not unlawfully discriminate against or harass your fellow members or the public on the basis of their gender, age, disability, marital status, ethnicity, religious or ethical beliefs or sexual orientation; and
 - c) Not engage in any form of sexual harassment either verbal or physical behaviour of a sexual nature which is unwelcome to the receiver and is embarrassing or intrusive. Some types of behaviour constituting sexual harassment would include sex orientated jibes or abuse; offensive gestures or comments; unwanted and deliberate physical contact; requests for sexual intercourse including implied or overt promises for preferential treatment or threats concerning present or future prospects for other Touch related activities; the use of pictures/posters of a sexual or intimate nature; persistent and unwelcome social invitations, phone calls or mail; or obscene phone calls.
- 5) Behaviour that would be considered unacceptable by Touch NZ includes; but is not limited to the following:
- a) repeated or serious breaches of the Touch NZ Playing Rules of Touch;
 - b) where a player, referee or official participates in an unaffiliated competition, tournament or fixture;
 - c) breach of the Touch NZ Sport Drug Policy;
 - d) The consumption of alcohol or illegal drugs which interfere with your performance as a member of Touch NZ. This is particularly so when dealing with players or teams who are under the age of 20 years of age;
 - e) misuse, abuse or improper use of your position, or powers that may be delegated to you;
 - f) unsportsmanlike conduct, for example the use of abusive, obscene or threatening language or behaviour to your fellow members or the public;

DISCIPLINARY ACTION/PROCEDURES

Touch NZ is concerned about identifying problems associated with behaviour, and making sure that the process for fixing those problems is fair, prompt and consistent. To promote these goals the Executive Council has developed the "Touch NZ Judicial, Disciplinary & Appeal Procedures".

In general, disciplinary procedures include informal or formal disciplinary action along the following lines:

Informal Investigation

- Discussion of the problem with member/s concerned;
- Assistance to help overcome the problem;

Formal Disciplinary Action

- As set out in the provisions of the Touch NZ Constitution dealing with misconduct and also in the "Touch NZ Judicial, Disciplinary and Appeal Procedures" as approved by the Executive Council.
- Initiated by lodging a written Incident Report [within the relevant time limit] with the representative of the Module/Provincial Association/Associate Member/Touch NZ as appropriate.

A member may lodge a complaint about the conduct of another member where they believe that there has been a breach of the Touch NZ Code of Conduct.

You can obtain a copy of the Touch NZ procedures on such matters from Touch NZ (Fax 04-5600400).