



# Pinjarra Cricket Club

## Code of Conduct 2022/2023

### PURPOSE

The Code of Conduct (the Code) outlines the standard of acceptable conduct and behaviour of all Applicable Parties in the performance of their duties and interactions in relation to the Pinjarra Cricket Club (PCC). It provides guidance in areas of personal and professional conduct that align with the organisation's values and governs the way in which Applicable Parties are to relate to each other and other stakeholders in the workplace.

### DEFINITIONS

Applicable Parties: Delegates, Members, PCC employees, PCC contractors, PCC volunteers.

Workplace: the "workplace" is not just confined to the organisation's premises. Parties should consider themselves in the workplace whenever and wherever they perform duties for the PCC or participate in an activity or event that is connected with the organisation, even if:

- the duties being performed are done outside of normal business hours;
- duties performed are not in or on the organisation's premises;
- travelling for the organisation; or
- at functions related to the organisation.

The workplace also includes the use of social media or presence in the form of media where that use is connected to Applicable Parties duties or could be connected to the PCC, or any applicable parties, in any way or in any situation where the organisation's endeavours could be discredited through conduct or association.

### RESPONSIBILITIES

#### APPLICABLE PARTIES:

- Comply with both the intent and written word of the Code.
- Role model the required behaviours and standards identified in the Code.
- Model the PCC values: neighbourly, fairness, honesty, passion, respect.
- Model the PCC mission: Lead and inspire the Pinjarra community through cricket.
- Report behaviour that may be contrary to the Code and required standards of behaviour.

## PCC EXECUTIVES:

- Ensure all Applicable Parties have access to copies of the Code and are aware of the conduct and behaviours expected of them as described in the Code.
- Take appropriate steps to resolve conflict that arises in the workplace to ensure a healthy and harmonious work environment.
- Take appropriate action to address breaches of the Code by Applicable Parties.

## VALUES

I will respect and uphold the values of Pinjarra Cricket Club:

- **Neighbourly-** a friendly and helpful member of the club. One who welcomes everyone from all walks of life, no matter their age, gender, ethnicity or religion. A family friendly club atmosphere that is child safe.
- **Fairness-** making choices free from discrimination or dishonesty. Treating people justly, not letting your personal feelings bias your decisions about others. Giving everyone a fair chance, and believe there should be equal opportunity for all, though you also realise that what is fair for one person might not be fair for another.
- **Honest-** acting with integrity: conducting yourself in an honourable way no matter who is watching. To display actions that are internally consistent with displaying self-awareness, accountability and trustworthiness.
- **Passion-** Being harmoniously focused and determined to get better every day by having specific goals to actively pursue. When you love what you do, training is simply an enjoyable activity to do.
- **Respect-** Having a regard for other people and their lives by showing those around you compassion and empathy. Displaying good sportsmanship on and off the field to both your team mates and the opposition. Address your mistakes with kindness, be mindful of physical boundaries and make decisions based on what's right, not who you get along with or don't.

## GENERAL PRINCIPLES

- I will act within the governing document of the Pinjarra Cricket Club which includes the PCC Constitution, its affiliation agreements and codes of conduct and abide by the policies and procedures of the organisation.
- I will support the objects and mission of the PCC, championing it, using any skills or knowledge I have to further that mission and seeking expert advice where appropriate.
- I will be an active volunteer, making my skills, experience and knowledge available to the Association and willing to do what additional work as required I can outside PCC meetings, including sitting on sub-committees.
- I will respect organisational, committee and individual confidentiality, while never using confidentiality as an excuse not to disclose matters that should be transparent and open.
- I will be proactive in seeking feedback from and providing information to the Club I represent as required and in a timely manner.

- I will develop and maintain a sound and up-to-date knowledge of the PCC and its environment. This will include an understanding of how Club operates, the social, political and economic environment in which it operates and the nature and extent of its activities.
- I will use PCC resources responsibly, and when claiming expenses will do so in line with the organisation's procedures.
- I will seek to be accountable for my actions as a Member of the PCC and will submit myself to whatever scrutiny is appropriate.
- I accept my responsibility to help ensure that the Club is well run and will raise issues and questions in an appropriate and sensitive way to ensure that this is the case.

## MANAGING INTERESTS

- I will not gain materially or financially from my involvement with the PCC unless specifically authorised to do so.
- I will act in the best interests of my Club, and not as a representative of any other group – considering what is best for community cricket, both senior and junior, and its present and future participants and avoiding bringing the PCC into disrepute.
- Unless authorised, I will not put myself in a position where my personal interests' conflict with my duty to act in the interests of the Club. Where there is a conflict of interest, I will ensure that this is managed effectively in line with acceptable practices in business.
- I understand that a failure to declare a conflict of interest may be a breach of this Code.

## GOVERNANCE

- I will actively contribute towards improving the governance of the PCC and community cricket, participating in induction and training when available and sharing ideas for improvement with the Club.

## RELATIONS WITH OTHERS

- I will endeavour to work considerately and respectfully with all those I encounter at the Club. I will respect diversity, different roles and boundaries, and avoid giving offence.
- I recognise that the roles of volunteers and staff involved in community cricket are different, and I will seek to understand and respect the difference between these roles.
- I will seek to support and encourage all those I come in to contact with through community cricket.
- I will not make public comments about the Club unless authorised to do so. Any public comments I make about community cricket or the PCC will be considered and in line with organisational policy, whether I make them as an individual or as a member.

- Aggressive language and actions are not acceptable ways to represent our Club as these damage working relationships and trust and may be considered a breach of this code.

## LEAVING THE PCC

- I understand that substantial breach of any part of this Code may result in procedures being put in motion that may result in my being asked to resign from my role as a delegate or member.
- Should this happen, I will be given the opportunity to be heard. If I am asked to resign from the Club, I will accept the majority decision of the Club in this matter and resign at the earliest opportunity.
- If I wish to cease being a member of the Club at any time, I will inform the Club President in advance (giving as much notice as possible) in writing, stating my reasons for leaving.

## BREACHES OF OR FAILURE TO COMPLY WITH THE CODE

Where it is established by the Club that an Applicable Party has breached the Code, they may be subject to procedures that result in termination of membership. The organisation has the right to determine the appropriate course of investigation and action.

If an Applicable Party believes there has been a breach of the Code, they may discuss that confidentially, without fear of reprisal, with a member of the PCC Executive. In cases where a breach of the Code involves a breach of any law, then the relevant authority will be notified.

I agree to abide by the Pinjarra Cricket Club Code of Conduct

### **Member Declaration**

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_