



East Central District Rifle association Inc.

CODE OF ETHICS

Member Protection Policy

Effective 01/03/2018
Review due 02/02/ 2021

Based on the National Rifle Association of Australia Inc.'s
"Code of Conduct & Ethics policy"

Note: This policy embraces all Australian laws relating to conduct regardless including
Legislation that is not specifically identified.

Please also refer to the legislation relating to the ownership and use of firearms in Victoria



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Code of Ethics

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1. INTRODUCTION

THE LAW AND HARASSMENT

The law does not recognise or prohibit harassment per se. However, there are several state and federal laws that impact directly on harassing behaviour. Some of these are:

- => Sexual Harassment
- => Harassment on grounds of disability
- => Discrimination
- => Vicarious Liability

⇒ **Sexual Harassment:**

Two categories of sexual harassment can be identified broadly by ;

- Direct or implied threat, promise or benefit, sometimes termed as 'sexual blackmail'.
- Behaviour which creates a hostile or sexually permeated environment, namely where sexual conduct such as crude remarks, jokes or general banter, or the display of offensive material, makes the working or sporting environment uncomfortable.

⇒ **Disability Harassment:**

Includes harassment based on physical, mental or psychological disability or an associate or aide of a person with a disability. Examples include;

- interfering with a disability aid (eg hearing aid)
- obstructing a person in a manner that compounds his or her disability
- mocking a persons disability (asking a vision impairment person to describe a scene)
- creating a hostile environment (mimicking)

⇒ **Discrimination'.**

Sometimes harassment is not just based on grounds such as sexuality but consists simply of an abuse of power which the harasser holds over those harassed. For example;

- Age
- Marital Status
- Political belief / activity
- Race
- Gender
- Bullying and humiliation of athletes by coaches;
- Abuse of officials by 'players';
- Practical jokes which cause embarrassment or endanger others safety



=> **Vicarious Liability:**

It is a general legal principle that an individual is personally liable for his or her own unlawful acts. However, in some circumstances, employers can be held liable for wrongs committed by employees in the course of their employees' work, even if there is no deliberate contribution to the wrongful acts on part of the employer. This is referred to as vicarious liability.

Vicarious liability may apply not only in respect of employees, but also in respect of people acting on behalf of an organisation. Thus, if an employee harasses athletes or other non employees in the workplace, the employer can be held legally responsible and may be liable to pay damages.

Also if someone representing a sporting organisation, even in a voluntary capacity, harasses an athlete, a staff member or anyone else encountered in the course of carrying out that representative role, the organisation can also be held liable.

Employers and officials of organisation are responsible for ensuring that harassment does not occur within their workplace or organisations.

General comment:

However, harassment in sport must not be confused with legitimate comment and advice, including relevant negative comment or feedback, from supervisors or officials on work or athletic performance, or on the work or sport related behaviour of an employee or an athlete. Feedback differs from harassment in that it is intended to assist the employee or athlete to improve performance or the standard of their behaviour.

Summary of Australian Anti-Discrimination Legislation:

Name of Act	Administered By
<i>Racial Discrimination Act 1975 (Commonwealth)</i>	<i>Human Rights and Equal Opportunity Commission</i>
<i>Sex Discrimination Act 1984 (Commonwealth)</i>	<i>Human Rights and Equal Opportunity Commission</i>
<i>Human Rights and Equal Opportunity Commission Act 1986 (Commonwealth)</i>	<i>Human Rights and Equal Opportunity Commission</i>
<i>Disability Discrimination Act 1992 (Commonwealth)</i>	<i>Human Rights and Equal Opportunity Commission</i>
<i>Workplace Relations Act 1996 (Commonwealth)</i>	<i>Australian Industrial Relations Commission</i>



REQUIREMENTS

1. As a member of NRAA you must meet the following requirements in regard to your conduct during any activity held by or under the auspices of NRAA and in any role you hold within NRAA.

2. Respect the rights, dignity and worth of others

- Be fair, considerate and honest in all dealings with others
- Be professional in and accept responsibility for your actions
- Make a commitment to providing quality service
- Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example
- Be aware of, and maintain an uncompromising adherence to NRAA standards, rules, regulations and policies
- Operate within the rules of shooting including national and international guidelines which govern NRAA
- Understand your responsibility if you breach, or are aware of any breaches of this Code of Conduct & Ethics
- Do not use your involvement with NRAA or its members to promote your own beliefs, behaviour or practices where these are inconsistent with those of NRAA or its members
- Avoid unaccompanied and unobserved activities with persons under 18 years of age, all activities for persons under the age of 18 will be lead by holders of a current Working With Children's Card
- Refrain from any form of abuse towards others
- Refrain from any form of harassment towards, or discrimination of, others
- Provide a safe environment for the conduct of the activity
- Show concern and caution towards others who may be sick or injured
- Be a positive role model

3. WHO DOES IT COVER

This document applies to all athletes, coaches, employees, administrators, officials, volunteers and members of the NRAA



STATUS

This document forms part of the Policy of the ECDRA Limited

The Executive of the ECDRA may from time to time amend this document

It is the intent of this document to ensure the rights of the administrators, including appointed ECDRA coaches, team managers, captains and participants of their rights and obligations.

WHAT IS AN OFFENCE

It is an offence under this document for any person to whom this document applies, to:

- Engage in Harassment of another person/s in the course of, or arising out of (whether directly or indirectly), their role with ECDRA
- Engage in Discrimination against a person/s as set out in applicable federal or state legislation and as highlighted herein

HOW TO MAKE A COMPLAINT

Any person may make a complaint about a person to consider that person has, or may have, committed an this Policy

A complaint may be made in writing or verbally

A complaint may be made to - The President, or any Executive member of the ECDRA

Making a frivolous, vexatious or malicious complaint is an offence under this document and will be dealt with as set out in Item 10, Penalties.

COMPLAINT PROCESS

If the President, or any Executive member of the ECDRA receives a complaint of harassment, discrimination or abuse he/she must ask whether the complainant wishes them to:

- simply listen and advise the complainant about what their options are and what the complainant might do
- act as a mediator between the complainant and the alleged offender to try and resolve the complaint, or
- report the complaint to the Panel for it to be further investigated

Having determined the complainant's wishes above the President, or any Executive member of the ECDRA must;

- act in accordance with the complainants wishes to listen, act or report, and
- keep the matter confidential and only discuss it with those people whom the complainant has authorised you to speak to about the complaint



INVESTIGATION AND HEARINGS

Where an ECDRA Executive member receives:

information from any source whatsoever (but which is not a Complaint), or a complaint which is reported by the CEO of NRAA and/or the Chair, he/she shall follow the procedures as set out herewith;

Upon receipt of the information or a Complaint, investigate the matter as he/she thinks fit to ascertain whether in their opinion there is reasonable cause to suspect that an offence under this document has been committed;

If it is considered there is reasonable cause to suspect that an offence has been committed, he/she shall refer the matter to the Panel for resolution; In addition, upon referral to the Panel, the Panel may in its discretion, where it considers there is a risk to the safety and welfare to the complainant or to others, order that the alleged offender be;

1. suspended from any role they hold with ECDRA or its members,
2. banned from any event or activities held by or under the auspices of NRAA or its members,
3. required not to contact or in any way associate with the complainant or other person about whom the alleged offence relates;

pending the determination of the hearing;

The defendant may appeal a decision of the Panel

HOW TO APPEAL

The defendant or the complainant in the proceedings may appeal a Decision of the Panel, in writing, within 14 days of notification, to the President of the ECDRA

The Executive [excluding any persons on the Panel] will re-hear the complaint within 21 days of notice of appeal

Their decision will be final and binding on the parties and no recourse will be heard



PENALTIES

Penalties that may be imposed under this Code include:

1. requiring the defendant to attend counseling to address his/her behaviour;
2. termination of the appointment to the role in which the defendant holds with the ECDRA or affiliate;
3. the payment of compensation to the complainant and/or others who were subject to the behaviour committed by the defendant;
4. In the case of an Accredited Coach, de-register such accreditation for a period or indefinitely;
5. The withdrawals of any awards, placings, records won in any event and competitions conducted by or under auspices of ECDRA or the Members from the date the offence was committed, and,
6. require the defendant to repay all or part of any financial assistance (excluding any fee for service, wages or expenses) given to them by ECDRA or the Member, the Australian Sports Commission or any federal or State funding agency from the date the offence was committed.

If a penalty is imposed, the President of the ECDRA shall notify every Member of such penalty.

Each member is required to use its best endeavours to notify its members of such penalty.

Any penalty imposed shall be recognised and enforced by every member of NRAA, the failure to do so under this document is an offence.

The Complainant understands and accepts that should they decide to take the matter further, any costs incurred by them will be at their expense. It is further understood that should their complaint be dismissed they agree to meet any costs incurred by the ECDRA to defend their actions.



DEFINITIONS

- NRAA National Rifle Association of Australia Limited
- ECDRA East Central District Rifle Association Inc.
- The Executive consists of those persons elected by the members in accordance with the ECDRA Club Rules
- The Pannel consists of three persons who are not necessarily Executive members but elected by the Executive for the purpose of this Code
- President President of the East Central District Rifle Association Inc

**DECLARATION
CODE OF CONDUCT & ETHICS**

I

[please print full name]

Being a member of the ECDRA HAVE READ AND UNDERSTAND THE CODE OF CONDUCT & ETHICS DOCUMENT AND AGREE TO ABIDE BY THE CONDITIONS.

[Signature]

[Date] ____ / ____ / 20____

[Witness Name please print]

[Witness Signature}

Note: This original signed Declaration shall be retained by the Secretary of the ECDRA



Coach's Code of Ethics Agreement

Providers are responsible for ensuring every new and updating coach completes the Coach's Code of Ethics Agreement Form.

Coaches wishing to become registered with the NCAS will be required to sign a Coach's Code of Ethics Agreement Form. (Appended to the Coaching Manuals).

The form can be submitted by the coach to the coaching coordinator at any of the following stages throughout the registration process:

- during the course
- on application for registration or
- during assessment

This form will require Providers / Coaches to sign and

- agree to abide by the Code of Ethics
- acknowledge that the NRAA/training provider may take disciplinary action against them, if they breach the code of ethics (In the event of an allegation, NRAAs/training providers are required to implement a complaints handling procedure in accordance with the principles of natural justice)
- acknowledge that disciplinary action against them may include de-registration from the National Coaching ASC Accreditation Scheme.

The training providers must retain the Coach's Code of Ethics Agreement Forms for a minimum period of seven years. The training providers must have an effective record storage system to archive the Coach's Code of Ethics Agreement.

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East Central District Rifle Association Inc.'s ETHICS



All administrators, course providers must meet the following requirements in regard to your conduct during any activity held by or under the auspices of the NRAA or one of its Member Organisations and in any role you hold within the NRAA or its Member.

1. Respect the rights, dignity and worth of every human being	<ul style="list-style-type: none"> • Within the context of the activity, treat everyone equally regardless of sex, disability, ethnic origin or religion
2. Ensure the athlete's time spent with you is a positive experience	<ul style="list-style-type: none"> • All athletes are deserving of equal attention and opportunities
3. Treat each athlete as an individual	<ul style="list-style-type: none"> • Respect the talent, developmental stage and goals of each individual athlete • Help and be fair, considerate and honest with each athlete reach their full potential
4. Be professional and accept responsibility for your actions	<ul style="list-style-type: none"> • Language, manner, punctuality, preparation and presentation should display high standards • Display control, respect, dignity and professionalism to all involved with the sport - this includes opponents, coaches, officials, administrators, the media, parents and spectators • Encourage your athletes to demonstrate the same qualities
5. Make a commitment to providing a quality service to your athletes	<ul style="list-style-type: none"> • Maintain or improve your current NCAS ASC Accreditation • Seek continual improvement through performance appraisal and ongoing coach education • Provide a training program that is planned and sequential. • Maintain appropriate records.
6. Operate within the rules and spirit of your sport	<ul style="list-style-type: none"> • The guidelines of national and international bodies governing your sport should be followed. Please contact your sport for a copy of its rule book, constitution, by-laws, relevant policies, eg. Anti-doping Policy, selection procedures etc • Coaches should educate their athletes on drugs in sport issues in consultation with the Australian Sports Drug Agency (ASDA)
7. Any physical contact with athletes should be	<ul style="list-style-type: none"> • appropriate to the situation • necessary for the athlete's skill development
8. Refrain from any form of personal abuse towards your athletes	<ul style="list-style-type: none"> • This includes verbal, physical and emotional abuse • Be alert to any forms of abuse directed towards your athletes from other sources whilst they are in your care
9. Refrain from any form of harassment towards your athletes	<ul style="list-style-type: none"> • This includes sexual and racial harassment, racial vilification and harassment on the grounds of disability • You should not only refrain from initiating a relationship with an athlete, but should also discourage any attempt by an athlete to initiate a sexual relationship with you, explaining the ethical basis of your refusal
10. Provide a safe environment for training and competition	<ul style="list-style-type: none"> • Ensure equipment and facilities meet safety standards. • Equipment, rules, training and the environment need to be appropriate for the age and ability of the athletes.
11. Show concern and caution towards sick and injured athletes	<ul style="list-style-type: none"> • Provide a modified training program where appropriate. • Allow further participation in training and competition only when appropriate • Encourage athletes to seek medical advice when required • Maintain the same interest and support towards sick and injured athletes
12. Be a positive role model for your sport and athletes	

Name

Signature:

Date: ____ / ____ / 20 ____ Working with children Card No

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SID _____

EXPIRES ON ____ / ____ / 20 ____



The Standing Orders of the East Central District Rifle Association set down the rules governing the safe use of the Violet Town Shooting Complex many of the items in the Standing orders are those required by the Victorian Police via the Inspector of Rifle Ranges in Victoria. These orders also include the contact details for assistance in case of an emergency including the map location of the Violet Town Shooting Complex.

The Standard Shooting Rules set out the approved rules governing long range or full bore target shooting in Australia. They do include a section on rim fire rifles and Black powder weapons. These rules are binding on all members of the ECDRA who in turn are also members of the Victorian Rifle Association and the National Rifle association of Australia.

Standing Orders of the East Central District Rifle Association is displayed in the Club House at the Violet Town Shooting Complex and a copy is available from the ECDRA secretary.

The Standard Shooting Rules are available at www.nraa.com.au and a copy of the 2018 version is available at <http://www.nraa.com.au/new-ssrs-ver-5-0-e-posted-25th-may-2018/>

Declaration:

I (*print full name*) being a member or proposed member of the East Central District Rifle Association Inc. having read the Standing Orders of the East Central District Rifle Association Inc. , the East Central District Rifle Association’s operating rules (as found at WWW.ecdra.com.au) and the Standing Shooting Rules of the National Rifle Association of Australia Limited found at WWW.nraa.com.au under “Publications” agree to abide by these orders and rules at all times.

Signed SID _____

Date _____ / _____ / 20 _____

Witness (Name)
(A witness may be any full member of the East Central District Rifle Association Inc.)

Signed

Date _____ / _____ / 20 _____

Original Copies of this declaration to be held be the Secretary