

Code of Behaviour

The Code of Behaviour (**Code**) sets out the types of behaviour expected of members and of all persons involved in the Adelaide University Karate Club (**AUKC**).

The Code has been developed and adopted by the Committee of AUKC to promote the highest standards of behaviour and ethics and to protect the rights, health, safety and welfare of AUKC's members and participants.

AUKC is committed to ensure that every individual is treated fairly without prejudice to gender, sexuality, marital status, pregnancy, race, age, physical/intellectual impairment or religious or other beliefs. AUKC has a zero tolerance to harassment, discrimination, bullying and abuse.

Any person in breach of the Code will be made subject to the disciplinary action specified in this document.

Members and participants will be deemed to have accepted the Code by participating in AUKC's activities.

CODE OF BEHAVIOUR

General

- 1 Respect the rights, dignity, worth, beliefs and opinions of all participants regardless of their gender, ability, cultural background or religion.
- 2 Do not engage in any form of unlawful behaviour or personal abuse, harassment or discrimination towards others.

Karate practitioners

- 1 Observe and comply with directions of the instructor in charge at training sessions.
- 2 Dedicate yourself to self improvement and discipline yourself to maintain solid workout and practice habits.
- 3 Show respect and humility to others, especially instructors and senior participants.
- 4 Exercise self-control – never lose your temper or react in anger.
- 5 Be responsible for your own safety and welfare and take the safety and welfare of other participants into consideration.

- 6 Show concern and caution towards sick and injured participants.
- 7 Do not train after consuming alcohol or any drug that might interfere with your physical, mental or emotional state.
- 8 Do not use or be in possession of any illegal substances during training or any other club activity.
- 9 Do not smoke or consume alcohol in the dojo or in any adjacent areas.
- 10 Remove all jewellery (including watches, rings and earrings) from your person before beginning a training session.
- 11 Practice cleanliness and order.

Instructors

- 1 Place the safety and welfare of the participants in Karate above all else.
- 2 Help each person reach their potential. Respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.
- 3 Any physical contact with a person should be appropriate to the situation and necessary for the person's skill development.
- 4 Be honest and do not allow your qualifications to be misrepresented.

Administrators

- 1 Maintain confidence of all proprietary information concerning the Club, which is not generally available to the public.
- 2 Maintain a high standard of conduct and personal presentation while working for the Club and while representing or perceived to be representing the Club.
- 3 Avoid conflicts of interest and perceived conflicts of interest. Where a potential conflict of interest does arise, declare your interest.
- 4 Do not use or permit the use of your position, title, or authority, or give an improper advantage to, or advance the private interest of, another organisation, person or group of persons.
- 5 Do not sign any documents, agreements, or correspondence committing the Club to any financial or legal risk except pursuant to a delegated authority or as permitted by the Committee.
- 6 Perform your role to the best of your ability to maintain the professional image and presentation of the Club.

COMPLAINTS RESOLUTION

Any person or organisation may make a complaint about a person to whom the Code applies, if they consider that person has, or may have, committed a breach of any part of the Code.

A complaint may be made verbally to an instructor or in writing emailed to aukc@hotmail.com.

All complaints will be brought to the attention of the Chief Instructor and Committee.

The Chief Instructor or a representative of the Chief Instructor or Committee (**Investigator**) will, as soon as practicable, meet with, or discuss the complaint with the complainant and endeavour to resolve the complaint. The Investigator may take whatever steps and conduct whatever investigations necessary to do so, including arranging a meeting of all relevant parties or recommending the imposition of disciplinary action.

If the complaint is not resolved to the complainant's satisfaction, the complainant may refer the complaint for resolution to the Australian Karate Federation or another external agency.

DISCIPLINARY ACTION

If a person is found to have breached the Code, one or more of the following forms of discipline may be imposed:

- a direction that the person make a formal verbal and/or written apology;
- a verbal or written warning;
- a direction that the person attend counselling to address his or her behaviour;
- a withdrawal of any awards, placing, records, achievements bestowed in any tournaments, activities or events held or sanctioned by AUKC;
- a demotion or transfer of the person to another location, role or activity;
- a suspension of the person's membership or participation or engagement in a role or activity;
- termination of the person's membership, appointment or engagement;
- any other form of discipline that AUKC considers appropriate.

The form of discipline to be imposed will depend on factors such as:

- the nature and seriousness of the behaviour or incidents;
- the wishes of the complainant;
- whether the respondent knew or should have known that the behaviour was a breach of the Code;
- the level of contrition of the respondent;
- the effect of the proposed disciplinary measures on the respondent including any personal, professional or financial consequences;
- whether there have been relevant prior warnings or disciplinary action; and
- whether there are any mitigating circumstances such that the respondent should not be disciplined so seriously or should not be disciplined at all.