



Association of Heads of Independent Girls' Schools

CODE OF CONDUCT

FOR INTER-SCHOOL SPORT

AHIGS SPORTING COMMITTEE (IGSSA)

Updated November 2012



Risk Warning Under Section 5M of the Civil Liability Act 2002 on Behalf of AHIGS and AHIGS Members' Schools Listed Below:

Abbotsleigh	Loreto Normanhurst	Queenwood
Ascham	Meriden	Ravenswood
Brigidine	MLC Sydney	Roseville College
Calrossy	Monte Sant' Angelo	Santa Sabina
Canberra Girls' Grammar	Mount St Benedict	SCEGGS Darlinghurst
Danebank	NEGS	St Catherine's School
Frensham	OLMC Parramatta	St Vincent's
Kambala	PLC Armidale	Tangara
Kincoppal-Rose Bay	PLC Sydney	Tara
Loreto Kirribilli	Pymble Ladies' College	Wenona

Sporting Activities

The Association of Heads of Independent Girls' Schools NSW (AHIGS) organises many individual and team sporting activities during the course of a year. Students participating in these sporting activities take part in practice and in competitions.

AHIGS and its members' schools expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

AHIGS and its members' schools also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the IGSSA Code of Conduct and to set a good example for the girls.

While AHIGS and its members' schools take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events. Parents, spectators and officials could also be injured or suffer loss.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

The AHIGS Sporting Committee (IGSSA) Code of Conduct is endorsed by members of the Association of Heads of Independent Girls' Schools, NSW.

Mrs Judith Poole
Abbotsleigh

Dr Helen Wright
Ascham

Mrs Jane Curran
Brigidine, St Ives

Mrs Elisabeth Jackson
Calrossy

Mrs Anne Coutts
Canberra Girls' Grammar School

Mrs Maryanne Davis
Danebank

Ms Julie Gillick
Frensham

Mrs Margaret White
Kambala

Mrs Hilary Johnston-Croke
Kincoppal Rose Bay

Ms Janet Freeman
Loreto Kirribilli

Ms Barbara Watkins
Loreto Normanhurst

Dr Julie Greenhalgh
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Mrs Denice Scala
MLC Burwood

Ms Catherine Alcock
Monte Sant' Angelo

Ms Maria Pearson
Mount St Benedict

Mr Clive Logan
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Mrs Kitty Guerin
OLMC Parramatta

Dr Paul Burgis
PLC Sydney & PLC Armidale

Mrs Vicki Waters
Pymble Ladies College

Mr James Harpur
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AHIGS SPORTING COMMITTEE (IGSSA) CODE OF CONDUCT

Part 1: Governing Principles

- 1.1 Participation in inter-school sport is an important part of girls' education. It fosters social, emotional, personal and physical development.
- 1.2 Through participation in competitive sports, girls develop:
 - a) self respect and self discipline
 - b) respect for others
 - c) co-operation and teamwork
 - d) responsibility and duty
 - e) fairness and tolerance
 - f) an appreciation of sport as part of a balanced lifestyle
 - g) leadership.
- 1.3 Participating in inter-school sporting events is more important than winning them.
- 1.4 Inter-school sport should encourage collegiality and positive relations between members' schools and their students. It should never damage or endanger:
 - a) the reputation of any members' school
 - b) the reputation of independent girls' schools generally
 - c) the self esteem of participants.

Part 2: Application

- 2.1 The AHIGS Sporting Committee (IGSSA) Code of Conduct applies to anyone attending or participating in inter-school sport. This includes players, coaches, umpires, parents, spectators, staff, volunteers and officials.
- 2.2 This Code of Conduct incorporates the AHIGS Harassment Policy and the IGSSA Philosophy, copies of which can be found in Annexure A and B respectively.

Part 3: Code of Conduct for Players

- 3.1 Once you commit yourself to a sport for a season, honour that commitment wholeheartedly and try to get as much out of the experience as possible.
- 3.2 Treat your team members, opponents, officials and all other participants with respect and courtesy.
- 3.3 Arrive at the venue on time, in correct uniform with the correct equipment, ready to give your best effort.
- 3.4 Understand the rules of the game and make sure you observe them.
- 3.5 Never argue with an umpire, referee, judge, time-keeper or other official.

- 3.6 If you are dissatisfied with any aspect of the game, follow the grievance procedure provided in Part 7 of this Code of Conduct.
- 3.7 Never discourage or disparage any other player and be prepared to applaud good play whether by your school's team or by your opponent.
- 3.8 Violent, abusive and/or offensive language and / or behaviour are not acceptable under any circumstances.

Part 4: Code of Conduct for Coaches

- 4.1 Be aware that the girls you are coaching are playing school sport and not grade-level sport. Every girl should be encouraged to benefit from the learning experiences available through sport and should be discouraged from focusing solely on winning.
- 4.2 Treat each girl as an individual. Encourage her strengths and work with her to address her weaknesses. Help her to set goals and reinforce her efforts to achieve them.
- 4.3 Set a good example to the girls by ensuring that your behaviour is at all times:
 - a) courteous and respectful
 - b) positive and encouraging
 - c) fair and in the best sporting spirit
 - d) accepting of authority and the finality of the umpire's decision.
- 4.4 Should disputes arise, resolve them constructively and in accordance with the grievance procedure provided in Part 7 of this Code of Conduct. Insist that girls do the same.
- 4.5 Ensure that spectators observe the Code of Conduct and diffuse potentially difficult situations by reminding parents and spectators of their duties and responsibilities.

Part 5: Code of Conduct for Parents and Spectators

- 5.1 Encourage girls to give their best effort and applaud good play regardless of which team produces it.
- 5.2 Behave respectfully and courteously towards players, coaches, umpires, referees, officials and other spectators.
- 5.3 Never discourage or disparage any player.
- 5.4 Never criticise an umpire or official. If you have a grievance, follow the grievance procedure outlined in Part 7 of this Code of Conduct.

Part 6: Code of Conduct for Conveners and Umpires / Referees

- 6.1 Treat all players, coaches, spectators and other participants with respect and courtesy.
- 6.2 Be punctual, dress appropriately and behave in a manner consistent with the responsibility and authority of your position.
- 6.3 Understand your duties and responsibilities and perform them diligently.
- 6.4 Be familiar with this Code of Conduct and ensure that its requirements are met.
- 6.5 Be open to communication and discussion but also firm in your decisions.
- 6.6 Be impartial and maintain integrity in your relationships with inter-school sports participants.

Part 7: Grievance Procedure

- 7.1 The Umpire / Referee has complete control of the game. In matters regarding play and the rules of the game, the decision of the Umpire / Referee is final.
- 7.2 With respect to other aspects of the game such as venue safety and the conduct of participants, the Convener's decision is final.
- 7.3 If any participant wishes to bring a complaint or express a concern about any aspect of a game, they may do so by contacting the AHIGS Sports Director (or, in their absence, the AHIGS Assistant Sports Director) by 5pm on the following Monday. The initial contact may be verbal but this must be followed up in writing by 5pm Monday.
- 7.4 The Sports Director (or Assistant Director) will consult the relevant parties and the AHIGS Executive Officer and respond to the aggrieved individual within 48 hours of receiving the written complaint.
- 7.5 The decision of the Sports Director (or Assistant Director) will be final.
- 7.6 The Sports Director may, when she or he thinks fit, report to a Principal anything occurring in the course of, or in relation to, an inter-school sporting event.

Part 8: Unacceptable Conduct

- 8.1 Failure to observe any aspect of this Code of Conduct or the AHIGS Harassment Policy will constitute unacceptable conduct.
- 8.2 Additionally, the following behaviours will not be accepted at any inter-school sporting event:
 - a) physically dangerous actions
 - b) threatening or inciting violence
 - c) violent behaviour of any kind or magnitude
 - d) verbal or physical abuse or harassment
 - e) offensive language or behaviour
 - f) threatening language or behaviour
 - g) derogatory remarks

- h) any behaviour that might reasonably be expected to damage the self esteem of another
- i) any behaviour that might reasonably be expected to damage the reputation of an individual, a member's school or independent girls' schools generally
- j) mistreatment or abuse of sporting equipment or venue
- k) any other behaviour which, in the opinion of the AHIGS Executive, threatens the integrity of inter-school sport.

8.3 All matters relating to unacceptable conduct will be handled by the Venue Convener and / or Umpire / Referee and/or member of a school's teaching staff present at the event.

Part 9: Consequences of Misconduct – Players

9.1 The misconduct of players during an inter-school sporting event will be dealt with by the Venue Convener or Umpire / Referee or member of a school's teaching staff present.

9.2 The Venue Convener or Umpire / Referee or a member of the school's teaching staff has the power to:

- a) caution the player
- b) suspend the player
- c) send the player off
- d) stop play
- e) terminate the game

9.3 If a participant does anything during an inter-school sporting event which, in the opinion of the Venue Convener and/or Umpire / Referee, is so serious as to warrant the participant's suspension or dismissal, then whether or not the participant has earlier received any warning, the Venue Convener or Umpire / Referee may suspend the participant from the event for up to five minutes or dismiss her from the event for the remainder of its duration.

A recommendation for suspension from further games may be made by IGSSA to the Principal of the student.

9.4 Only the Venue Convener or Umpire / Referee may stop play. 'Stop play' may be called for the following reasons:

- a) dangerous play
- b) serious breaches of the rules of the sport
- c) behaviour that unfairly disadvantages the team's opponents
- d) behaviour that is contrary to the IGSSA Philosophy (Annexure B)
- e) if an injured player cannot be safely removed from the playing field

The Venue Convener or Umpire / Referee may warn the player/s that if the activity complained of continues or recurs, the event may be terminated.

Replacement for participant suspended or sent off

9.5 Allowing a school to replace a player who has been suspended or sent off is at the discretion of the Venue Convener and/or Umpire / Referee in accordance with the rules of the game. The Venue Convener or Umpire / Referee may consult the Sports Director (or Assistant Director) before making a decision, but is not obliged to do so.

Termination

9.6 If the activity against which the individual/team has been warned continues after the warning, the Venue Convener and/or Umpire / Referee may terminate the event.

Recommendations concerning result of a terminated event

9.7 If an event has been terminated in the manner described in clause 9.9, the persons who officiated at the event may make recommendations to the Sports Director (or Assistant Director) concerning its outcome.

Decision concerning result of terminated event

9.8 The Sports Director (or, in their absence, the Assistant Director) shall determine the result of a terminated event in consultation with the AHIGS Executive Officer.

9.9 The Principal of the schools involved will be informed of this decision

Part 10: Consequences of Misconduct – Spectators

10.1 The misconduct of spectators during an inter-school sporting event will be dealt with, in the first instance, by the Venue Convener or Umpire / Referee.

10.2 The Venue Convener or Umpire / Referee has the power to:

- a) caution the spectator
- b) request that the spectator leave the event and venue
- c) terminate the event.

Cautioning the Spectator

10.3 If the Venue Convener or person officiating at the event considers that the behaviour of the spectator is likely to:

- a) interfere with the effective control of the event, or
- b) endanger any participant at the event, or
- c) diminish any participant's enjoyment of the event, or
- d) damage the self esteem of an individual or team, or
- e) damage the reputation of a members' school, staff member or inter-school sport in general, or
- f) breach any aspect of this Code of Conduct,

then the Venue Convener or Umpire / Referee may caution the spectator to cease the offending behaviour.

Requiring spectator to leave the event and vicinity

10.4 If the spectator does not cease the offending behaviour about which they have been cautioned, the Venue Convener or Umpire / Referee may ask the spectator to leave the event and vicinity.

Terminating the event

10.5 If the spectator fails to leave the event and vicinity, the Venue Convener or Umpire / Referee may terminate the event.

Recommendations concerning the result of terminated event

10.6 If an event has been terminated in the manner described in clause 10.5, the persons who officiated at the event may make recommendations to the Sports Director (or Assistant Director) concerning its outcome.

Decision concerning the result of terminated event

10.7 The Sports Director (or, in their absence, the Assistant Director) shall determine the result of a terminated event in consultation with the AHIGS Executive Officer.

10.8 The Principal of the schools involved will be informed of this decision.

Part 11: Disciplinary Procedures for Misconduct

11.1 The disciplining of any girl for misconduct in the course of, or in relation to, an inter-school sporting event is a matter for her Principal.

11.2 A Principal may take such action against a member of the Principal's school community in respect of anything done or said in the course of or in relation to an inter-school sporting event as the Principal thinks fit.

11.3 General matters relating to discipline may be raised for discussion by members at AHIGS General Meetings.

Part 12: Further General Requirements

All persons participating in or attending inter-school sporting events (whether at a members' school or elsewhere) are asked to observe these requirements:

12.1 **Parking:** Please comply with the parking requirements and directions of the host school, event Convener or venue owners, as the case may be.

12.2 **Spectator areas, seating, etc.:** Please comply with the requirements and directions of the host school, event convener or venue owners, as the case may be, concerning designated spectator areas and seating.

12.3 **Alcohol:** AHIGS discourages the consumption of alcohol at inter-school sporting events and reminds participants that consumption of alcohol by individuals under 18 years of age is illegal.

12.4 **Smoking:** AHIGS discourages smoking at inter-school sporting events and reminds participants that schools maintain a smoke-free environment.

12.5 **Dogs:** It should be noted that many school and public venues do not permit dogs on their premises. Parents are advised to check with the venue information on the IGSSA website before taking their dog to an event.

12.6 **Litter:** Please do not litter any inter-school sporting venue.

12.7 **Voluntary helpers:** Please treat all volunteers with courtesy. Remember that they have given their time to help girls enjoy their sport.

12.8 **Clipping nails:** Players in basketball, netball and water polo must keep their finger-nails clipped short. Water polo players must also keep their toe-nails clipped short.

12.9 **Watches and jewellery:** No watches or jewellery of any sort may be worn by girls participating in IGSSA sport. No taping will be permitted.

- 12.10 **Casts and splints:** A girl wearing a cast or splint because of an injury may not participate in basketball, hockey, netball, softball, football, touch or water polo. In cases of doubt, the Sports Director (or Assistant Director) should be consulted.
- 12.11 **Other people's property:** Players should not borrow other people's equipment without their permission.
- 12.12 **Water polo venues:** An entrance fee is payable when entering some water polo venues.

Part 13: Definitions

In this Code:

"AHIGS Sporting Committee (IGSSA)" means the sporting sub-committee of AHIGS;

"the Association" means the Association of Heads of Independent Girls' Schools of NSW;

"Sports Director" means the AHIGS Director of Sport;

"Assistant Director" means the AHIGS Assistant Director of Sport;

"Code of Conduct" means the AHIGS Sporting Committee (IGSSA) Code of Conduct;

"members' school" means a school whose Principal is a member of the Association

"between" means, depending on the context, between or amongst;

"inter-school" means a sporting event between two or more members' schools;

"offensive conduct" means any act or behaviour (other than uttering offensive language) which is insulting, hurtful, disgusting or harmful or which breaches commonly accepted standards of good taste, decency, propriety, courtesy and consideration for others;

"offensive language" means any utterance which is blasphemous, obscene, indecent, insulting, hurtful, disgusting, morally repugnant, or which breaches commonly accepted standards of decent and proper speech;

"official" means a referee, umpire, judge, time-keeper or any person who plays any part in the conduct or direction of an inter-school sporting event;

"officiate" means to perform the functions of a referee, umpire, judge, time-keeper or other official;

"sporting event" means a sporting game, event or carnival;

"venue" means a school or other place where an inter-school sporting event takes place; and

"Venue Convener" means a person appointed by AHIGS or a member school who is responsible for the effective running of a sport or sports at a venue.

ANNEXURE A

ASSOCIATION OF HEADS OF INDEPENDENT GIRLS' SCHOOLS NSW

HARASSMENT POLICY

In our endeavour to provide an environment of caring and safety, where learning, personal growth and development of a positive self image are maximised the AHIGS organisation expects all employees and contractors to treat each other and the people they come into contact with as representatives of AHIGS with respect and courtesy.

Harassment Policy

AHIGS endeavours to provide a safe and caring environment for all members of the AHIGS community.

All AHIGS workers have the legal obligation not to harass for any unlawful reason, or bully for any reason any employee, contractor or other person they come into contact with while performing work for AHIGS.

The purpose of this policy is to make you aware of:

- what 'unlawful harassment' and 'bullying' mean;
- the procedures AHIGS has in place to deal with workplace complaints relating to harassment and bullying; and
- who you can talk to at AHIGS if you wish to make a complaint.

This policy applies to all employees and contractors and every member of the AHIGS community is required to support this policy.

Unlawful Harassment

Unlawful harassment is a type of unlawful discrimination. In general, unlawful harassment is any form of conduct or behaviour which affects a person that:

- is unwelcome (not wanted) or uninvited (not asked for); and
- is based on one of the unlawful reasons; and
- is behaviour that a reasonable person would have anticipated might humiliate, offend or intimidate the person being harassed.

Unlawful reasons include:

- sex, marital or relationship status, pregnancy, breastfeeding or family responsibilities;
- sexuality or sexual preference;
- race, colour, descent, nationality, national origin, ethnicity or ethno-religious origin;
- religious belief or activity;
- political belief or activity;
- trade union activity;
- disability or impairment;
- transgender status or gender identity;

- age;
- responsibilities as a carer; and
- service in the voluntary defence forces.

Unlawful harassment can include bullying. In some cases a single action or incident can create unlawful harassment. In other cases there may need to be a persistent pattern of behaviour before unlawful harassment has occurred.

Harassment can take many forms:

- Physical:** Fighting, pushing, shoving, gestures, invasion, of personal space, touching or brushing against another.
- Verbal:** Name calling, offensive language, unwelcome comments, intrusive questions about someone's private life, unwanted invitations, "nuisance" telephone calls, spreading malicious rumours, mimicking someone's accent or habits.
- Visual:** Offensive gestures, notes, pictures, e-mails or graffiti.
- Victimisation:** Stand-over tactics, extortion, damage to others' possessions, threats to "get" people, repeated exclusion.

Harassment might not be unlawful, if it is not based on one of the unlawful reasons. However, AHIGS expects its workers to treat each other and other people with whom they come into contact as representatives of AHIGS with respect and courtesy.

What is bullying?

Workplace bullying is repeated, unreasonable behaviour directed toward an employee, or group of employees, that may cause harm, including risks to health and safety.

Unreasonable behaviour means behaviour that a reasonable person having regard to all the circumstances would expect to humiliate, intimidate or threaten another person. Such behaviour can include an individual's or group's actions or practices which humiliate, intimidate or threaten another person.

Bullying may also amount to unlawful discrimination or harassment.

The following types of behaviour, particularly if directed towards an individual repeatedly, may amount to bullying:

- demeaning language;
- threats;
- verbal abuse;
- outbursts of anger or aggression;
- physical or verbal intimidation;
- excluding or isolating and ganging up; and

Other types of behaviour may also constitute bullying.

Reasonable performance management and directions in relation to the performance of work is not bullying

What are your obligations?

All AHIGS workers have the legal obligation not to harass for any unlawful reason or bully for any reason any employee, contractor or other person they come into contact with while performing work for AHIGS.

You must always consider how your behaviour will be viewed by the person or people you are dealing with. You might unlawfully harass someone or bully someone even if you do not mean to do or say anything offensive. It is not a legally acceptable defence to say that you did not mean or intend to humiliate, offend or intimidate somebody else.

It is sometimes difficult to know whether someone will find your behaviour acceptable. What is offensive to one person may not be offensive to another. You should be careful not to risk being misunderstood and, as a result, becoming the subject of a complaint.

You must not victimise a person because they have made or propose to make a complaint of unlawful harassment or bullying or because they have provided information in relation to a complaint. Victimisation means subjecting a person to some detriment, for example, ostracising an employee.

What can you do if you feel you are being unlawfully harassed, bullied or victimised?

If you feel that you are being unlawfully harassed or bullied:

- do not ignore circumstances where you feel you are being unlawfully harassed or bullied, thinking it will go away. Ignoring the behaviour could be taken as tacit approval by the person causing the harassment or bullying;
- where you feel comfortable ask the person to stop, or make it clear that you find the behaviour offensive or unwelcome. Maybe the alleged harasser/bully is not aware that his/her behaviour is intimidating or unwelcome and will stop once they are told; and/or
- raise the issue as a grievance with the AHIGS President., **as soon as possible** after the incident(s) have occurred.
- If you feel that you are being victimised because you have made or propose to make a complaint of unlawful harassment or bullying or because you have provided information in relation to a complaint you should raise the issue as soon as possible with the AHIGS President.

What will AHIGS do if you have a complaint?

All complaints will be treated seriously and generally in accordance with this statement.

AHIGS will determine the most appropriate method of dealing with the complaint. This could include (among other things):

- requesting further information from you;
- requesting information from other co-workers or third parties;
- meeting with you or others involved in the complaint;
- reviewing and responding to the complaint or arranging for an appropriate person to review and respond to the complaint or

- facilitating a meeting between you and the person(s) that the complaint is about.

AHIGS will deal with the matter as confidentially as possible in the circumstances but this may involve speaking to relevant people in order to manage it properly. On receipt of a complaint AHIGS will generally take the following steps:

- determine the best method of handling the complaint;
- advise you of the likely steps that will be undertaken by AHIGS in relation to the complaint;
- advise the person(s) that the complaint is about of the nature of the complaint and seek their response;
- collect any additional information AHIGS considers necessary to properly review the complaint; and
- advise both you and the person(s) that the complaint is about of AHIGS response to the complaint and if appropriate, any proposed action to be taken.

However, there may be circumstances in which some of the steps outlined above are not appropriate and AHIGS will determine, in its absolute discretion, on a case by case basis the most appropriate method of handling the grievance.

AHIGS will take whatever action it considers appropriate if there has been unlawful harassment or bullying, including disciplining or dismissing offenders.

You should also be aware that if you lie about or exaggerate a complaint, AHIGS will view this as a very serious matter, and you may be disciplined or dismissed.

General

This policy summarises some of the rights and obligations which are created by the legislation. The Statement is not intended to go beyond the legislation. This policy is not a term of any contract, including any contract of employment. This policy may be varied from time to time.

ANNEXURE B

IGSSA Philosophy

Updated 31 August 2010

- To encourage girls to develop an interest in physical activity, participation, teamwork and the setting of personal goals that will continue in the post school years.
- To provide an opportunity for every girl, regardless of her ability, to develop her physical potential through participation in graded sport.
- To provide a pathway, through CIS, to more elite levels for those girls who are capable.
- To assist girls to develop skills across a range of sports, to understand the rules of sport and to grow into positions of leadership within and beyond sport.
- To bring girls from member schools together so that they may be enriched by exposure to different regions and cultures, and by developing friendships which cross school boundaries.
- To help girls develop a sense of their own worth as individuals and an appreciation and respect for the values and attitudes of others.
- To help girls appreciate the benefits of learning to work as a member of a team and to develop the self-discipline and responsibility required by team membership.
- To establish habits of healthy living, fair play, good sporting conduct, generosity in recognizing the talents of others, the gracious acceptance of defeat and respect for the ruling of the umpire.
- To provide enjoyment, fun, relaxation and leisure as part of a balanced and fulfilled life.