



Code of Conduct

Management Committee

INTRODUCTION

The Management Committee of the Queensland Polocrosse Association (known as the QPA) is the elected body responsible for functions in accordance with the Constitution. It must do that in the best interests of the members, as well as the sport in general.

The members are entitled to expect that:

- The business of the Association will be conducted with efficiency, impartiality and integrity;
- The Management Committee will not bring the sport of Polocrosse or The QPA into disrepute;
- The Management Committee will obey the spirit and letter of the law and, in particular, the provisions of all relevant statutes, regulations and instruments; and
- Duty to the members will always be given absolute priority over the private interests of the Management Committee.

Conflict & Disclosure of Interest

The Management Committee should ensure that there is no actual conflict or incompatibility between their personal interests and the impartial fulfillment of their QPA duties.

The Management Committee shall not engage in private work with, or for, any person or body with an interest in a proposed or current contract with the Association, without first making disclosure to the Management Committee and/or the President. In this regard, it does not matter whether advantage is in fact obtained, as an appearance that private dealing could conflict with performance of their duties must be scrupulously avoided.

The Management Committee who exercise a regulatory, recruitment or other discretionary function must disclose the circumstances before dealing with relatives or close friends and, whenever possible, or in doubt, should disqualify themselves from dealing with those persons.

Pecuniary Interests

The Management Committee members who have a direct or indirect financial interest in a matter to be considered by the Management Committee (i.e. one in which there is a reasonable likelihood or expectation of an appreciable loss or gain) shall not take part in discussion or vote on the issues.

CODE OF CONDUCT - PRINCIPLES

Personal Behaviour

The Management Committee is required to:

- act, and be seen to act, properly and in accordance with the requirements of the law and the terms of this code;
- perform their duties impartially and in the best interest of the QPA members, uninfluenced by fear or favour;
- make no allegations which are improper or derogatory; and
- always act in accordance with their obligation of fidelity to the Association.

The Management Committee should represent and promote the interests of the sport as a whole, while recognising their special duty to their own constituents.

Honesty and Integrity

The Management Committee is expected to:

- observe the highest standards of honesty and integrity, and avoid conduct which could suggest any departure from these standards;
- bring to the notice of the Management Committee and/or the President, any dishonesty on the part of any other member or employee; and
- be frank and honest in their official dealing with each other

Performance of Duties

While on duty, the Management Committee is required to ensure that their work is carried out efficiently, economically and effectively and that their standard of work reflects favourably on them and on the Association.

The onus is on the Management Committee to identify conflict or potential conflict of interest where it exists.

Disclosure of Interest

The Management Committee member must disclose to the Management Committee and/or the President, any interest which could be in conflict with their professional duties.

ACT FOR A PROPER PURPOSE

Use of Confidential Information

The Management Committee may not use confidential Association information to gain improper advantage for themselves or for any other person or body, nor in ways which are inconsistent with their obligation to act impartially, nor to improperly cause harm or detriment to any person, body, or their Association.

Improper or Undue Influence

The Management Committee shall not take advantage of their position to improperly influence other members or staff in the performance of their duties or function, in order to gain undue or improper (direct or indirect) advantage or gain (financial or otherwise), for themselves, or for any other person or body.

Gifts or Bribery

The Management Committee shall not seek or accept (directly or indirectly) from any person or body, any immediate or future gift, reward or benefit for themselves or for any other person or body, relating to their status with the Association, or their performance of any duty or work as a member of the Association.

If any gift, reward or benefit is offered (other than gifts of a token kind, or moderate acts of hospitality) disclosure must be made in a prompt and full manner to the Management Committee and/or President.

Compliance with Lawful Directions

The Management Committee are required to obey any lawful direction given by any person having authority to make or give such an order. Any doubt as to the propriety of any such direction may be taken up with the relevant supervisor or with the Management Committee and/or the President.

The Management Committee are required to give effect to the policies of the Association regardless of personal views.

Administrative and Management Practices

Members of the Management Committee should ensure compliance with proper and reasonable administrative practices and conduct, and professional and responsible management practices.

DEALING WITH QPA PROPERTY

Use of Association Facilities, Funds, Staff and Equipment

Members of the Management Committee are required to:

- be scrupulously honest in their use of Association facilities, funds, staff and equipment and shall not misuse them or permit their misuse (or the appearance of misuse) by any other person or body;
- use Association resources entrusted to them effectively and economically in the course of their duties, and not otherwise; and
- not use Association resources (including the services of Association staff) for private purposes (other than when supplied as part of a contract of employment), unless properly authorised to do so, and appropriate payments are made (as determined by the Management Committee and/or the President).

Travelling and Sustenance Expenses

The Management Committee should only claim or accept traveling and sustenance expenses arising out of travel related to matters which have a direct dealing on the services, or business of the Association, and that have been specifically approved.

Access to Information

The Management Committee should ensure that members are given access to all Association information necessary for them to properly perform their functions and comply with their QPA responsibilities.

CORPORATE OBLIGATIONS

Communication with Affiliates

The Management Committee are required to make every reasonable effort to effectively communicate with, and promote the sport with, all sections of their Affiliates in order to achieve proper accountability and responsibility.

Health, Well-Being and Safety

The Management Committee shall ensure that the Association premises are adequate to ensure the health, safety and well-being of all staff, officials, volunteers, players and members of the public.

Entrepreneurial Activities

The Management Committee should ensure that the Association impartially and properly assesses all in-house proposals for entrepreneurial activities.

CONFIDENTIALITY

Under the law all Management Committee have a "duty of good faith and fidelity".

The good faith and fidelity duty covers a range of obligations owed by Management Committee Members, which are intended to ensure that honest and faithful service is rendered to the organisation. Among the range of obligations are implied duties of loyalty, honesty, confidentiality and mutual trust.

I confirm my commitment to the confidentiality of information regarding the QPA and the intentions and activities of Constituent Bodies of the QPA and of Regions and Affiliates of the QPA.

I acknowledge that information about an individual, Region or Affiliate may be released to parties outside of the QPA only with the explicit consent of that individual or the Executive of the Region or Affiliate concerned, and approval of the Management Committee and/or the President of QPA.

Release of information will normally require written consent to disclosure, signed by the individual or an authorised officer of the Region or Affiliate. Verbal agreement may be accepted only when the individual or authorised officer and the staff member of the QPA agree that the circumstances do not require the formality of a written agreement. Where this is in doubt I will refer the matter to the Management Committee and/or the President of QPA.

Acknowledgment and acceptance of the Code of Conduct - Selectors

By signing below you are agreeing to abide by this Code of Conduct and its contents.

Name: _____
Please Print

Signed _____

Dated _____