



ARGOS GYMNASTICS CLUB

CLUB POLICIES

2025

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COMMITMENT TO TE TIRITI O WAITANGI

ARGOS Gymnastics Club recognises Te Tiriti o Waitangi as Aotearoa New Zealand's founding document. ARGOS Gymnastics Club is committed to upholding the mana of Te Tiriti o Waitangi and the principles of Partnership, Protection and Participation.

PRIVACY

ARGOS Gymnastics complies with the Privacy Act 2020 and shall maintain the protection of our members' privacy by ensuring information is collected for necessary and lawful purposes only and by taking reasonable steps to make individuals aware that information is being collected and the reason for such collection. Please refer to the ARGOS Gymnastics Club Privacy Policy for further information.

CLUB CODE OF CONDUCT POLICY

PURPOSE

This code aims to:

- provide guidance on the behaviour expected of all people when participating in ARGOS Gymnastics Club's activities
- support an inclusive environment where all people are treated with dignity, respect and courtesy.

VALUES

ARGOS Gymnastics Club knows everyone involved in gymnastics is here because of a shared passion for gymnastics and care for the people involved. ARGOS Gymnastics Club aims to provide a safe, inclusive and enjoyable environment for everyone involved in its activities. People are expected to show respect and courtesy in their interactions with others. Children and young people in particular must be cared for, treated with respect and their welfare placed at the centre of everything we do in the sport. Everyone involved in gymnastics joins with good intentions and we are all expected to do our part responsibly and to comply with our policies and rules.

APPLICATION

This code applies to anyone involved in ARGOS Gymnastics Club and its regional and national organisations, where applicable. This includes volunteers, participants, supporters, club members, employees, service providers, and families/whānau of participants. It is to be read together with ARGOS Gymnastics Club's policies and procedures.

EXPECTED BEHAVIOURS

EVERYONE INVOLVED WITH ARGOS GYMNASTICS CLUB MUST OBEY THE LAW, AT ALL TIMES.

Everyone

Everyone is expected to:

- act in good faith towards ARGOS Gymnastics Club
- show commitment to ARGOS Gymnastics Club's purpose
- follow the principles of fair play, and encourage others to do the same
- respect the rights, dignity and value of others
- be considerate and treat everyone fairly and equally
- be a positive role model
- communicate with others in a way that is honest and considerate
- be committed to providing a quality service and activity/sporting environment
- behave professionally, responsibly and ethically, at all times
- not behave in a way that is discriminatory, bullying, harassing, racist, sexist, violent, abusive or otherwise inappropriate towards others, in person or online
- remain free of the influence of drugs, performance enhancing substances and alcohol while involved in ARGOS Gymnastics Club's activities.
- ensure safe and healthy practices at all times
- follow this code, ARGOS Gymnastics Club's policies and procedures, and any applicable rules issued by Gymnastics New Zealand
- report breaches of this code, ARGOS Gymnastics Club's policies and procedures, and any applicable rules issued by Gymnastics New Zealand in a timely and appropriate way.

Participants

Participants are expected to:

- play competitively and fairly
- play by the rules of gymnastics
- be humble in both success and defeat
- be respectful of officials, coaches, team managers, teammates, and other competitors
- refrain from arguing with or abusing officials, coaches, and team managers
- be co-operative with officials/referees, coaches, team managers, teammates, and other competitors.

Family/whānau

Family/whānau of participants are expected to:

- lead by example
- remember participant enjoyment of the activity/sport is most important
- encourage participants, not force them
- focus on participant effort and performance, not the end result
- never punish participants for making a mistake or not winning
- encourage participants to play by the rules of the sport

- encourage low-level resolution of disagreements
- be appreciative of officials/referees, coaches, supervisors and team managers, and respect their decisions.

Coaches/supervisors

Coaches/supervisors are expected to:

- lead by example
- respect and treat all participants fairly and equally
- support participants to reach their full potential, keeping in mind their individual talents, developmental stages and gymnastics goals
- provide all participants with equal attention and opportunities
- operate within the rules of gymnastics, and the principles of fair play, while encouraging participants to do the same
- advocate a sporting environment that is free of drugs, alcohol and performance enhancing substances, guided by Drug Free Sport New Zealand
- display courtesy, respect, honesty and professionalism to everyone involved in the activities of ARGOS Gymnastics Club, including family/whānau, other competitors, coaches, officials and team managers
- remain professional and refrain from initiating a relationship with a participant, and discourage any attempts by participants to do so
- accurately represent all qualifications, experience, competence and affiliations they have
- provide a quality service to participants, including:
 - maintaining qualifications as appropriate
 - seeking continuous improvement and development opportunities for themselves
 - providing structured training that is appropriate to participants' needs and goals and
 - seeking advice and assistance where required.
- provide a safe sporting environment, as far as possible by:
 - making sure all equipment and facilities meet health and safety standards
 - making sure all equipment, rules, training and environments are appropriate, taking into account participants' ages, maturity (physical and emotional), experience and ability
 - encouraging participants to seek medical advice when sick or injured
 - being considerate and proactive toward sick and injured participants
 - be alert to the abuse of participants, verbally, physically and emotionally.

Organisation Based Officials

Officials are expected to:

- officiate matches fairly and impartially, placing participant safety at the heart of their approach
- have a thorough understanding of gymnastics rules
- condemn unsporting behaviour and encourage respect for competitors
- support other officials and encourage respect for them
- treat all participants equally, and with dignity and respect and
- conduct themselves in an ethical way.

Reporting a breach Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedure (Appendix 1).

APPENDIX 1: COMPLAINTS POLICY

PURPOSE

- *To provide a procedure for complaints to be communicated to the appropriate person.*
- *To ensure that complaints are investigated fairly and in a timely manner.*
- *To make sure that complaints are, wherever possible, resolved.*
- *To maintain confidentiality and the rights of the individuals involved.*

RATIONALE

Complaints will be dealt with promptly in a fair and consistent manner in accordance with the relevant policies and codes of conduct. The following policy outlines the steps that will be taken to address complaints and resolve concerns within ARGOS Gymnastics Club.

APPLICATION AND SCOPE

- Depending on the nature of the complaint, this policy should be read in conjunction with the Conduct Codes for Coaches, and Parents.
- No formal action will be taken on vexatious complaints or complaints that lack a reasonable level of evidence-based support.

- A complainant must be able to demonstrate that the complaint is based upon evidence that the complainant honestly and reasonably believes to be substantially true.
- Those responsible for resolving complaints under this policy must take all reasonable steps to ensure that the complainant is treated with fairness, integrity and respect.
- Committee and/or Club members involved in the consideration and resolution of a complaint must remain impartial and follow the procedures outlined in this policy.

COMPLAINTS PROCEDURE

Informal Resolution

- Before making a formal written complaint, the complainant is encouraged to seek resolution to any concerns by raising and discussing them informally with the relevant staff member or volunteer who is most directly associated with the matter.
- The individual with whom a concern is raised is expected to deal with the matter in an open and professional manner, and to take reasonable and prompt action to try to resolve it informally.
- The complainant may feel uncomfortable to approach the staff member or volunteer directly, and therefore may seek the support of the General Manager, Head Coach or Committee Member to handle the situation informally.
- If it is deemed inappropriate or the informal process does not satisfactorily resolve the complaint, the formal complaints process may need to be followed.

Formal Complaints Process

- Where it has not been possible or is not appropriate to resolve a concern/complaint informally, a formal complaint may be made.
- A complaint must be received by the General Manager in writing as soon as is practicable following the incident that has led to the complaint. (Template complaint form available.)
- A complaint should be concise and specific. Only include key details, dates and substantiated evidence that are relevant to the complaint.
- When a complaint is received this must be immediately referred to the Club President. This must then be referred to the designated Complaints Review Officer, or in lieu of this or in the case of conflict of interest to an agreed and appropriately qualified investigating individual who will act as the Complaints Review Officer. The Complaints Review Officer is responsible for ensuring that the correct procedures are followed in a timely manner.
- The Complaints Review Officer will be documenting the complaints process throughout and will communicate with all parties regarding what and how this information will be shared.
- The Complaints Review Officer will conduct an investigation into the complaint and determine the most appropriate course of action to take place. The following steps highlight the tools available to seek resolution:

Mediation

The Complaints Review Officer can seek cooperation and agreement from both parties to enter mediation. If agreed, it is up to the Club to identify and appoint an independent mediator which is approved by both parties.

Judicial Hearing

A judicial panel of up to three people (including at least one external to the Club) is appointed. It is the panel's responsibility to set a date, time and place for the judicial hearing to occur. This should be as soon as possible. The arrangements need to be provided to all parties in writing prior to the hearing, including the process that will be followed and how any reporting will be shared afterwards. For more serious or sensitive complaints, a representative of the panel will investigate and report back to the committee with recommendations before a decision is made. The result of the hearing could involve disciplinary sanctions including suspension or termination of membership, or referral to an external authority for further investigation.

Referral to External Agency

Following the investigation, or earlier should this be appropriate, allegations which are deemed as very serious and requiring urgent action may be referred to the appropriate agency. These can include but are not limited to the NZ Police, Oranga Tamariki and anti-discrimination agencies.

Escalate to Gymnastics New Zealand (NSO)

In the case that the complaint is more serious than initially recognised, or the complaint cannot be resolved at Club level, the Club can contact the relevant Regional Relationship Manager at Gymnastics New Zealand for further support. Depending on the nature of the complaint, this may be an automatic requirement as referenced by Gymnastics NZ Judicial Regulations.

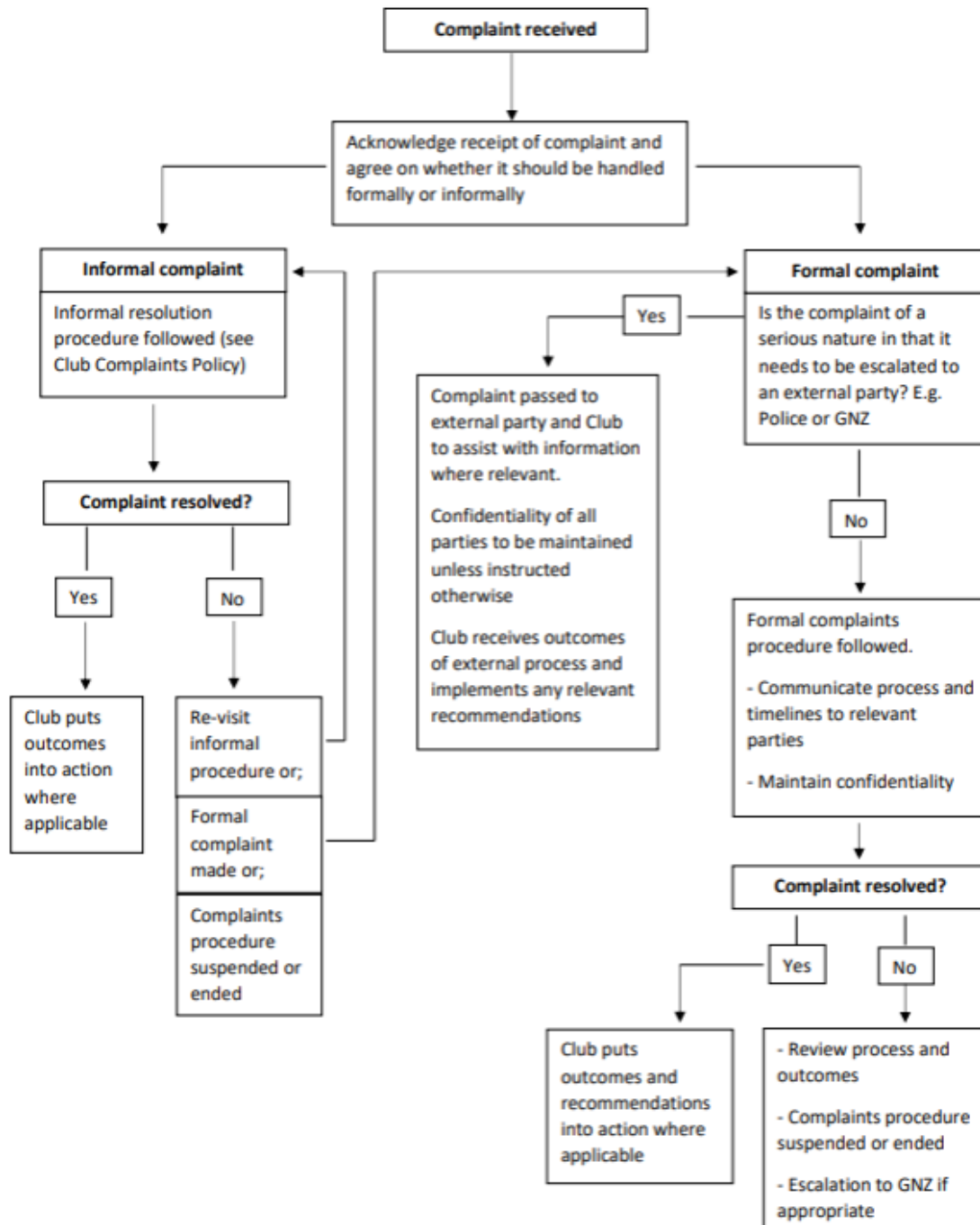
Resolution of Complaint

- Informal complaints must be handled and resolved in a timely manner. If a resolution cannot be reached, the complaint should be escalated to the formal complaint procedure.
- Formal complaints that are handled internally; the Complaints Review Officer must make a decision in relation to the complaint, and notify all parties concerned, in writing, within 14 days.
- Complaints that are handled externally fall under the jurisdiction of the respective agencies to progress as deemed appropriate.

- Following the resolution of the complaint, the Committee may review its policies and must communicate any changes to Club Members and personnel.

CONFIDENTIALITY

- All processes, findings and decisions under this policy must remain strictly confidential to the parties, staff and external agencies directly involved.
- The Complaints Review Officer will be responsible for ensuring that formal complaint processes are fully documented and retained in a confidential file within the Club records.



ARGOS Gymnastics encourages open communication and prefers that you talk through a problem with the correct personnel rather than discuss it within the general club community.

APPENDIX 2: PRIVACY POLICY

PURPOSE

This policy aims to help people involved in ARGOS Gymnastics understand how their personal information may be used and stored by ARGOS Gymnastics Club.

VALUES

ARGOS Gymnastics Club knows you care about how your information is used and shared. It is committed to ensuring your privacy is protected and your information is only used appropriately.

APPLICATION

This policy applies to all people providing personal information to ARGOS Gymnastics Club. Personal information means information about a person.

COLLECTING PERSONAL INFORMATION

When you become a member of, or participate in ARGOS Gymnastics Club's activities, ARGOS Gymnastics Club will need to collect some personal information from you (or family/whānau of children). It may also collect other information needed to perform its functions, or where required by law. Personal information may include your contact details and any other personal information that you provide. For participants, this may also include performance results and health/medical information. ARGOS Gymnastics Club may collect this information directly from you with your permission, or from the regional organisation and/or national organisation to which ARGOS Gymnastics belongs, other organisations which are affiliated to it, for example Gymnastics New Zealand.

USING PERSONAL INFORMATION

ARGOS Gymnastics Club will never sell your personal information. Employees of ARGOS Gymnastics Club may have access to your personal information to do their work. Their access to your personal information is limited to what is necessary. Agents and subcontractors of ARGOS Gymnastics Club may have access to personal information needed to do their work but may not use it for any other purposes. ARGOS Gymnastics Club may be required to share your personal information with the community, regional and/or national organisations it belongs to, other organisations which are affiliated to it that you belong to or have applied for membership, for example Gymnastics New Zealand, Sport New Zealand, High Performance Sport New Zealand. Your personal information may be used:

- for ARGOS Gymnastics activities and operations
- to consider an employment or volunteer application
- to amend records to remove or update personal information
- for other everyday business purposes that involve use of personal information
- to comply with the law; or protect our rights, property, or safety, or that of our members, or others.

STORING AND DISCLOSING PERSONAL INFORMATION

- ARGOS Gymnastics Club will maintain all reasonable protections against the loss, misuse or inappropriate disclosure of your personal information, and maintain processes to prevent unauthorised use or access to that information.
- ARGOS Gymnastics Club will keep all physical documents secure, both inside and outside its premises.
- ARGOS Gymnastics Club will keep electronic personal information secure by making sure its data storage is protected from external sources, maintaining regular back up and applying good security practices.
- ARGOS Gymnastics may use cloud computing. Where used, ARGOS Gymnastics will ensure that cloud computing solutions meet good practice security requirements.

REQUESTS FOR PERSONAL INFORMATION

- You have rights to access and correct your personal information (or your children's) in accordance with the Privacy Act 2020. If you want to access or correct your personal information (or your children's), please contact the Centre Manager
- ARGOS Gymnastics Club will not disclose information about children to family/whānau unless there is a clear legal right to access that information. Any questions about ARGOS Gymnastics compliance with the Privacy Act should be referred to the ARGOS Gymnastics Committee.

BREACH

Breaches of this policy include breaches of any of the Privacy Principles under the Privacy Act 2020.

REPORTING A BREACH

Individuals who wish to report an alleged breach of this policy should follow the complaints procedure outlined in the Complaints Policy and Procedures.

This policy applies to all members, administrators, officials, coaches, visitors and volunteers of ARGOS Gymnastics Club

APPENDIX 3: PAYMENT POLICY

TERM DEFINITION

ARGOS Gymnastics defines a term as a minimum of 8 weeks. This means we guarantee 8 classes per term, and your term fees cover 8 classes per term. Term fees will only be reduced if there are less than 8 weeks in that term.

RECREATION CLASSES (GFA)

Payment is required to join a recreation and/or preschool class. You will not be guaranteed a space in a class until full payment is made. If you'd like to try a class before committing to the term, casual classes are offered; however, attending a casual class is not a prerequisite for enrolment.

COMPETITION CLASSES

Quarterly invoices will be issued to all competitive gymnasts. Payment is required by the due date on the invoice. 60 days' notice of cancellation of gymnastics coaching is required. You can elect to stop coaching earlier, but charges still apply during the 60 day notice period (unless notice of cancellation falls outside of term dates).

FAMILY INVOICES

Families with children in both competition and recreation classes can request invoices for all members. Payment will be required by the due date on the invoice.

PAYMENT METHODS

Payments may be made by cash, eftpos, credit card, or direct credit. Part payments may be made upon request to the Centre Manager (all part payments must be completed before the next term commences).

REFUND/CREDITS

No refunds will be given after 3 working days before the commencement of term. Refunds/credits will incur a \$15 administration fee. A credit may only be issued for injury or severe sickness during the term that prevents attendance for 3 or more consecutive weeks. A medical certificate is required to be produced within 7 days of injury/illness before a credit will be considered. A missed class due to a public holiday will not receive a refund, credit or make up class. Refunds/Credits are at the discretion of the Centre Manager.

VOLUNTARY WITHDRAWAL

There will be no refund/credit of fees if a member decides not to continue to the end of term.

FAMILY HOLIDAYS

Inability to attend due to holidays being taken during scheduled class times will not entitle the family to a refund or credit at any time.

DISCOUNTS

If you enrol in 2 or more classes (individually or as a family) you will receive a discount of 7% off the lesser invoice.

NON-PAYMENT

Membership may be suspended for non-payment. This means exclusion from training and competitions if term fees have not been paid and no arrangement has been made with Centre Management. Debts past 90 days due may be passed to a commercial debt recovery agency and any collection costs will be added to the outstanding amount due.

CHANGE OF CLASSES

Any voluntary change of class during the term will incur a \$15 processing fee. There are two exceptions:

- Gymnasts moving into competitive squad by invitation
- Cancellation of a class due to insufficient numbers of gymnasts. In this case, we may offer you another class, or refund for unattended classes if the alternative class is not suitable.

"MAKE UP" CLASSES

ARGOS Gymnastics is under no obligation to make up classes when a child is absent, when training falls on a public holiday or competition day. Make up classes are to be taken the following week and will only be allowed if a parent has informed us on the day that their child will be absent from class. Makeup classes can only be redeemed in a class where there is space available.

HOLIDAY PROGRAMME

No Refunds will be given 24 hours prior to the class. \$10 admin fee will be charged for any cancellations.

APPENDIX 4: DISCRIMINATION & HARRASSMENT POLICY

PURPOSE

Employees need not tolerate harassment in the workplace. If any staff member feels they have been subjected to any form of harassment (sexual, racial, political, social, or religious) it may be discussed (confidentially) with the Committee President or the Centre Manager. Harassment is not condoned or tolerated in any way and may lead to dismissal or to other appropriate action being taken in respect of the person engaging in such behaviour. “

WHAT IS DISCRIMINATION?

Under the Human Rights Act it is illegal to discriminate on the basis of age, sex, sexual orientation, race, colour, disability, family, marital or employment status, political opinion, religious or ethical belief, and ethnic or national origins.

WHAT IS HARASSMENT?

Inappropriate behaviour that makes a person feel offended, humiliated or intimidated at work and leaves them feeling their work performance and morale has been negatively affected. Harassment may include bullying, intimidation, insults, malicious gossip, insults and/or victimisation.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment is behaviour of a sexual nature (including the use of words, actions or visual material) that is unwanted by the receiver and has a detrimental effect on their work, performance or job satisfaction. Examples are:

- sexual assault
- uninvited touching
- smutty jokes or comments
- making promises or threats in return for sexual favours
- obscene or pornographic email messages, images, items
- inappropriate or excessive comments on clothing or physical characteristics; and
- unwelcome social attention or telephone calls at home or work.

HOW TO DEAL WITH DISCRIMINATION OR HARASSMENT

Any person who is being discriminated against or harassed has the right to complain and take action to stop this behaviour. If you experience harassment or discrimination, you should:

- complain about the behaviour: this can include telling the person(s) discriminating against you or harassing you that the situation is unacceptable; and
- report the matter to your manager or to any other member of management, if you feel that you are unable to speak to the person yourself. Your complaint will be attended to in a completely confidential manner.

APPENDIX 5: RECRUITMENT POLICY

APPLICATION

The document applies to all managers/Committee involved in hiring staff members at the ARGOS Gymnastics.

PURPOSE

To outline the policy requirements for employing staff members at ARGOS Gymnastics.

INTRODUCTION

ARGOS Gymnastics is committed to attracting outstanding coaching and administrative staff from New Zealand and internationally in order to support its core mission of being able to provide quality gymnastics for all. ARGOS Gymnastics will strive at all times to use and promote best practice, transparent and legally compliant recruitment practices to ensure that all appointments are made on the basis of merit and that selection criteria are relevant to the position. ARGOS Gymnastics welcomes diversity and is committed to equity principles and outcomes in order to enhance our reputation as a workplace that reflects and signals our commitment to equity in employment.

POLICY

Approvals

- For all positions, appropriate approval must be obtained prior to commencement of recruitment and making an offer.
- Approval to engage External Recruitment Agencies must be obtained.
- All candidates employed by ARGOS Gymnastics must have, or be able to obtain, the legal right to work in New Zealand.

Advertising

- All positions will be advertised on Seek.com or Student Job Search for 3 weeks with permission from the ARGOS Committee or Centre Manager.
- Failure to fill a position with a local candidate after 3 weeks will involve advertising the position Internationally.

Interviews and selection decisions

- Interviews are to be conducted for all administration and coaching positions.
- All interview questions and any additional information gained from candidates must relate only to the requirements of the position.
- A candidate's ability to perform in the position must be the primary consideration when making selection decisions.
- All candidates are to have the same opportunity to receive information and interact with the interviewer.

Reference checking

- No referee is to be contacted without the express permission of the candidate.
- The Centre Manager shall ensure that, where possible, a minimum of two reference checks are conducted prior to an offer of employment being made to a candidate.
- Details of the reference checks should be attached to the candidate's application for future reference.
- Confidential references must be conducted prior to offering a candidate a position, or the offer must be made "subject to satisfactory references being obtained".

Appointments

- All staff members hired by ARGOS Gymnastics must have accepted the terms and conditions of their offer prior to commencement in the position.
- There is no appeal against the non-appointment to a position covered by this policy.
- Where a candidate has a concern that they may have been discriminated against in terms of the appointment process under the terms of the Human Rights Act, the candidate may raise this concern with The ARGOS Committee (for internal applicants) or the appropriate agency.

Candidate care

All candidates (internal and external applicants) are to be treated with respect and receive information relating to their application in a timely and professional manner.

Confidentiality

- Confidentiality of all information, including evaluation and discussion of candidates, is to be maintained at all times throughout the selection process. *Note - All those dealing with applications must make themselves aware of the provisions of the Privacy Act and the Privacy Policy.*
- All notes made during the interview and selection process must be appropriate to both the needs of the process and for disclosure, as per the provision of the Privacy Act.

DEFINITIONS

The following definitions apply to this document:

- Casual vacancy refers to a vacancy for an indefinite period to do occasional work on an as and when required basis, with no fixed hours, and no commitment to ongoing employment.
- Fixed-term vacancy refers to a vacancy on a full or part-time basis for a specified term or period that has an end date. Fixed-term agreements can only be entered into when there is a genuine business reason based on reasonable grounds and this reason must be set out in writing in the employment agreement.
- Staff member refers to an individual employed by the University on a full or part-time basis. This includes permanent, fixed-term or casual staff members.

KEY RELEVANT DOCUMENTS

Include the following:

- Children's Act 2014
- Employment Relations Act 2000
- Health and Safety in Employment Act 1992
- Human Rights Act 1993
- Privacy Act 2020
- Privacy Policy

APPENDIX 6: POLICY FOR VETTING AND MANAGEMENT OF STAFF WITH CONVICTIONS

PURPOSE

The purpose of this policy is to ensure the safety and well-being of children under the care of ARGOS Gymnastics. This policy outlines the procedures for vetting individuals involved in delivering coaching and childcare services and managing situations where staff, volunteers, or contractors receive convictions during their tenure with the organisation.

SCOPE

This policy applies to all individuals involved in delivering childcare services at ARGOS Gymnastics Club, including caregivers, volunteers, contractors, and paid staff members.

POLICY STATEMENT

ARGOS Gymnastics Club is committed to providing a safe and secure environment for children. As such, we undertake rigorous vetting procedures for all individuals involved in our Club and have established protocols for managing instances where individuals receive convictions while employed or engaged with the club.

VETTING PROCEDURES

1. Initial Vetting:

- All prospective caregivers, volunteers, contractors, and paid staff members must undergo police vetting and background checks before commencing work.
- Individuals must disclose all past convictions during the application process. Failure to do so may result in disqualification from consideration or termination if the omission is discovered post-hiring.

2. Ongoing Vetting:

- Regular police checks will be conducted for all staff, volunteers, and contractors at intervals not exceeding three years.
- Staff must immediately disclose any new convictions or pending charges to their supervisor or the designated Child Safety Officer.

MANAGEMENT OF CONVICTIONS

1. Notification and Assessment:

- Upon notification of a conviction, the Child Safety Officer will conduct an immediate assessment to determine the nature and severity of the conviction and its relevance to the individual's role.
- The assessment will consider the context of the conviction, the time elapsed since the offense, and any evidence of rehabilitation.

2. Decision-Making:

- A panel comprising senior management and the Child Safety Officer will review the assessment and determine the appropriate course of action.
- Possible outcomes include continued employment with conditions, suspension, or termination, depending on the severity and relevance of the conviction.

3. Risk Management:

- If an individual is permitted to remain in their role, risk management strategies will be implemented. This may include increased supervision, restricted duties, or additional training.
- All decisions will be documented, and the individual will be informed of the decision and any conditions applied to their role.

CONFIDENTIALITY AND SUPPORT

All information regarding convictions will be handled confidentially and shared only with those directly involved in the decision-making process.

- Support and counseling will be offered to individuals affected by the decision, aiming to support their rehabilitation and professional development.

REVIEW AND COMPLIANCE

- This policy will be reviewed annually to ensure compliance with legislative requirements and best practices in child safety.
- Any breaches of this policy will be taken seriously and may result in disciplinary action, up to and including termination.

CONCLUSION

ARGOS Gymnastics Club is dedicated to maintaining a safe environment for children in our care. By adhering to this policy, we ensure that all individuals involved in our Club are vetted appropriately and that any convictions are managed in a way that prioritizes the safety and well-being of the children we serve.

APPENDIX 7: COMMITTEE CODE OF CONDUCT POLICY

Our constitution includes the following regarding conduct of our Committee members:

Duties of the Committee

The specific duties pertaining to each role on the Committee are as determined by the Committee, and the general duties of each Committee Member are to:

- act in good faith and in the best interests of the Club at all times.
- exercise the powers of the Committee for proper purposes.
- act, and ensure the Club acts, in accordance with the Constitution.
- not agree to, nor cause or allow the activities of the Club to be carried on in a manner likely to create a substantial risk of serious loss to the Club's creditors.
- not agree to the Club incurring any obligations unless the Committee member believes at that time on reasonable grounds that the Club will be able to perform the obligations when it is required to do so; and
- exercise the care, diligence, and skill that a reasonable Committee member would exercise in the same circumstances taking into account, but without limitation, the nature of the Club, the nature of the decision and the position of the Committee member and the nature of the responsibilities undertaken by the Committee member.

ARGOS committee is committed to ethical conduct in all areas of its responsibilities and authority. Trustees shall, in addition to the above constitutional rules:

- Read and understand the constitution.
- Maintain and understand the values, mission and vision of ARGOS.
- Be loyal to ARGOS and its goals.
- Facilitate all staff and members to achieve their goals in a safe and positive environment.
- Publicly represent ARGOS in a positive manner
- Respect the integrity of all staff.
- Observe the confidentiality of non-public information acquired in their roles as committee members and not disclose to any other persons such information that may be harmful to ARGOS.
- Be diligent and attend committee meetings prepared for full and appropriate participation in decision making.
- Ensure that individual committee members do not act independently of the committee's decisions.
- Speak with one voice through its adopted policies and ensure that any disagreements with the committee's stance are resolved within the committee.
- Avoid any conflicts of interest with respect to their fiduciary responsibility between their position as a committee member and their personal and professional life.
- Recognise the lack of authority in any individual committee member or subgroup of the committee in any interaction with the staff.
- Recognise that only the chairperson can speak publicly for the committee.
- Continually self-monitor their individual performance as committee members against policies and against any other current committee evaluation tool.
- Be available to undertake appropriate professional development.

The Code of Conduct Register will be signed annually by each trustee in recognition that every endeavour will be made to adhere to this code

This policy and its appendices have been read & understood:



Club President

14 March 2025

Date:

Read & Understood

Staff Member/Volunteer/Committee Member

Date