

Management Committee & Other Volunteer Roles Code of Behaviour	
By-Law # in Master LCC By-Laws Document	17
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Version Control	
<i>(ensure any updates are consistent across both this document &amp; the master by-laws document)</i>	
Description of Change	General Meeting Date
Part of an overhaul/creation of existing/new Club By-Laws	Approved 28 July 2025

## (a) Purpose

The purpose of this policy is to set out the standards of behaviour expected of Management Committee members and other appointed roles or volunteers that support the operations of the Club – all herein referred to within this policy as ‘Committee members’. In agreeing to be part of the Management Committee, each member must also agree to adhere to this code of behaviour at all times. Those members who are appointed to or accept a coordinator or other volunteer role, must also agree to adhere to this code of behaviour in instances which are relevant to the objectives and scope of their role. This policy compliments and should be read in conjunction with the Volunteer Management policy outlined in By-Law 14. This policy is in effect with, in addition to and not contradictory to, any rules or considerations for Management Committee members as outlined under Clause 8 of the Constitution.

## (b) Role and Responsibility

Committee members will operate within clearly defined objectives that outlines the authority, purpose, and responsibilities of the Committee. These objectives can be reviewed annually and if required, agreed upon at the Annual General Meeting. Committee members are responsible for:

- Strategic planning and future-proofing the club
- Succession planning and leadership development
- Managing relationships with stakeholders, sponsors, funding bodies and other parties as required
- Overseeing fair, inclusive, and high-quality Club operations
- Ensuring compliance, financial accountability, and effective governance
- Supporting Club personnel and delegating responsibilities to sub-committees or appointed officers or volunteers as needed

**(c) Transparency and Accountability**

As representatives of a member-based Club, Committee members commit to:

- Transparent decision-making and open communication
- Regular consultation with members and reporting on Club performance as required
- Publishing strategic and business plans, meeting summaries, and governance documents as required
- Upholding and applying both the objectives of the Club and this code of behaviour

**(d) Commitment to Leadership and Governance**

Committee members will:

- Attend and actively contribute to meetings and decision-making as required
- Uphold ethical, accountable, and mission/goal-aligned governance practices
- Prepare for meetings and participate constructively
- Foster a culture of respect, collaboration and shared leadership

**(e) Commitment to Inclusion**

Committee members will:

- Promote an inclusive, welcoming, and diverse environment
- Engage with underrepresented voices and respond to member/community feedback
- Prevent and address discrimination, harassment, or exclusionary behaviour
- Involve youth participants in shaping the Club future and experiences when applicable

**(f) Commitment to Safety and Wellbeing**

Committee members will:

- Prioritise the safety and wellbeing of all members
- Understand and uphold safeguarding and protection policies
- Support inclusive practices that enable safe participation for all
- Promote awareness of wellbeing and/or mental health resources as required
- Respond appropriately to disclosures of harm or concern

**(g) Understanding the Role and Influence of Committee Members**

Committee members will:

- Act as positive role models and prioritise the Club's best interests.
- Conduct themselves with integrity, professionalism, and confidentiality, in addition to upholding the Club's values
- Ensure legal, financial, and governance responsibilities are met
- Foster a Club culture that values fun, inclusion, and safety over performance outcomes

**(h) Upholding the Integrity of Sport and the Club**

Committee members will:

- Promote respectful conduct and fair play across the Club
- Maintain appropriate, professional relationships with all members
- Communicate respectfully and supportively in all interactions
- Lead by example in setting behavioural standards

**(i) Breach of this Code of Behaviour**

Breaches of this code, or other rules pertained to Committee members within the Constitution, will be addressed in the following manner:

- **Step 1: Educative Response** – A reminder of expectations and direction to relevant education and policies
- **Step 2: Written Warning** – A formal letter outlining the breach (particularly if repeated) and any required corrective actions
- **Step 3: Disciplinary Action** – Possible suspension or termination, in accordance with the Club's Constitution and policies

