



Albany Equestrian Centre

Code of Conduct Policy

Management Committee Decision: June 2015

Version: Original (1.0)

Effective Date: Thursday 4th June 2015

Record of Amendments

Version	Date	Details of Changes	Comments
1.0	4/6/2015	-	Accepted as per AEC committee meeting 4/6/2015

Scope

This code shall apply to all Albany Equestrian Centre members, affiliated Clubs, riders, coaches, officials, administrators, committee members, and volunteers when engaging in activities and business in relation to the Albany Equestrian Centre.

Purpose

The Albany Equestrian Centre acknowledges the importance of an environment which actively promotes co-operation, courtesy and sportsmanship. The purpose of this code is to describe the standards of behaviour and conduct expected by members.

Albany Equestrian Centre expects all members to observe standards set out in this code.

Code of Conduct Requirements

All Albany Equestrian Centre members, affiliated Clubs, riders, coaches, officials, administrators, committee members, and volunteers are expected to observe the highest standard of ethics, integrity and behaviour, and should conduct themselves in a courteous manner and observe the following standards of behaviour:

- a) Be aware of, and adhere to Albany Equestrian Centre procedures and rules.
- b) Be fair and honest in dealings with others at the Albany Equestrian Centre.
- c) Treat other members and visitors in a non-discriminatory manner with proper regard for their rights and dignity. In this regard, discrimination, bullying or harassment will not be tolerated.
- d) Observe health and safety policies and obligations.
- e) Refrain from any form of conduct which may cause any reasonable person unwarranted offence or embarrassment or give rise to the reasonable suspicion or appearance of improper conduct.
- f) Respect Albany Equestrian Centre property and only use it for appropriate purposes.
- g) Do not use inappropriate language which may cause offence to others at the Albany Equestrian Centre.
- h) Ensure that the welfare of horses is a priority and that they are treated humanely while on Albany Equestrian Centre grounds.

Additionally, Committee members should:

- a) Promote a team spirit.
- b) Resolve conflicts fairly.
- c) Maintain confidentiality when conducting investigations or managing disputes.
- d) Avoid bias in decision making.
- e) Not condone, permit or fail to report any breaches of code as outlined above.
- f) Act in accordance with Committee resolutions.

Breaches of This Code:

Albany Equestrian Centre may impose disciplinary measures on an individual or Affiliated Clubs for a breach of this Code.

Any disciplinary measure imposed will be:

- Fair and reasonable;
- Applied consistently;
- Be based on the evidence and information presented and the seriousness of the breach;
- Be based on the principles of 'natural justice';
- Be determined in accordance with the Albany Equestrian Centre Constitution or this Code.

Disciplinary Remedies

If it is considered by the Albany Equestrian Centre that this Code has been breached, one or more of the following forms of discipline may be imposed.

- A direction that a verbal and/or written apology be made;
- A written warning;
- A suspension of membership or participation or engagement in a role or activity;
- Termination of membership or engagement.

Factors to consider

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

- The nature and seriousness of the breach;
- If the person knew, or should have known, that the behaviour was a breach of the Code;
- If there have been any relevant prior warnings or disciplinary action; and
- Other mitigating circumstances.

Contact us:

Should a member require more information about the code of conduct he or she should contact the Albany Equestrian Centre at:

albanyequestrian@gmail.com