

## Code of Conduct

Adopted on 24<sup>th</sup> April 2021

Date for review: 3 years later

### Introduction

**This code of conduct applies to the Welsh Orienteering Association (WOA) and its member clubs (known collectively as Welsh Orienteering). All members of Welsh Orienteering through the act of joining will be made aware that the Code of Conduct exists and that they are deemed to have accepted they will abide by the WOA Code of Conduct.**

The Code of Conduct is based on the Scottish Orienteering Association Code of Conduct for Members and the Sport Wales Club Solutions Code of Conduct templates, with minor amendments where felt appropriate by WOA. This statement acknowledges the use of these sources while developing this policy.



For the purpose of avoiding confusion, all Welsh Orienteering members are reminded that where they are also members of British Orienteering the rules of orienteering as stated by British Orienteering apply in the first instance. WOA policies state where any difference between British Orienteering and WOA apply and how these are implemented.

### Code of Conduct for all members of Welsh Orienteering

The following guidance is the expectation of WOA as a Code of Conduct for all its members. Breaches of the WOA Code of Conduct will in general be dealt by the members' local club for investigation and management in the first instance unless the person was acting on behalf of WOA committee or the person involved is not a member of a club affiliated to WOA, where WOA will be the first point of action. Ignorance of the existence of this Code of Conduct will not be accepted as a defence.

Members are expected to uphold the values and policies of WOA and to preserve the reputation of orienteering in Wales as an inclusive sport showing respect for all participants, officials, landowners, local residents, members of the public and the environment.

1. Welsh Orienteering members are expected to:

- 1.1 Show courtesy and respect to officials and the decisions they make
  - 1.2 Respect the spirit of the sport by showing encouragement and support to other participants and by volunteering at events.
  - 1.3 Not display or condone any inappropriate or abusive language, bullying, harassment, discrimination, physical or verbal violence or any conduct which could be construed as unethical, whether in person or on social media
  - 1.4 Ensure that any concern regarding the safeguarding of children or vulnerable adults is reported to their club child protection officer
  - 1.5 Promote the good reputation of orienteering and not behave, or condone others' behaviour, in a manner liable to bring the sport or WOA into disrepute.
  - 1.6 Compete within the rules of orienteering
- In particular, members should:
- 1.7 Not behave in any way which could be deemed offensive by other participants or members of the public.
  - 1.8 Recognise that behaviour tolerated by regular orienteers may not be acceptable to new orienteers or members of the public
  - 1.9 Respect the property and privacy of local residents
  - 1.10 Respect the property and livelihood of landowners
  - 1.11 Show courtesy and respect towards members of the public, whether in a terrain or urban setting
  - 1.12 Abide by the British Orienteering Anti-doping Rules.

### **Additional considerations for club and WOA committee officials**

This section of the Code of Conduct applies to all members of WOA committee, any subcommittee formed by WOA Committee and any observers invited or otherwise present at any meeting of WOA. This applies whether the meeting is in person or a virtual type of meeting. It also applies to members acting on Welsh club committees.

2.1 When undertaking a role on a club, or WOA committee officials [shortened to officials in the rest of this document] shall act with due diligence and care and in the best interests of their club or WOA. They shall act with probity and prudence in relation to all financial matters so that if challenged a complete trail is always available for scrutiny. Committee members must be aware of, and comply with, the requirements of the UK Bribery Act 2010 which has two general offences: -

- the offering, promising or giving of an advantage, and
- the requesting, agreeing to receive or accepting of an advantage

Further information can be obtained from the British Orienteering Fraud Policy.

2.2 Officials will ensure that all discussion at meetings are kept confidential. Minutes should be recorded for all meetings with only the final approved minutes being made available as the public record.

2.3 Officials will be required to confirm any conflict of interest at the start of any meeting or at any time during a meeting when a conflict becomes apparent and this be recorded in the minutes of the meeting. They can be involved in any discussions leading up to a decision at the discretion of the Chair of the meeting but may not participate in a vote.

2.4 Officials should consider themselves at all times as being potentially regarded as ambassadors of Welsh Orienteering and should, therefore, ensure that none of their other outside activities has the effect of bringing Welsh Orienteering into disrepute.

2.5 Officials should give timely notice when they are no longer be able or willing to continue in their role.

### **Additional considerations for licensed coaches**

3.1 All organised coaching activity must be registered with British Orienteering before it takes place and ensure timely completion of participation figures after the activity has taken place.

3.2 All coaches must sign up to and follow the Code of Conduct for British Orienteering Coaches and ensure a current signed copy is held by British Orienteering. Failure to do this will result in disciplinary action being taken in line with the WOA Disciplinary Policy.

### **Action for a breach of the WOA Code of Conduct**

If a breach of this policy is brought to the attention of a member of WOA committee then the matter will be considered by WOA committee and a decision made as to whether the concern is one of the following

4.1 Not a breach of WOA policy and the matter closed and the relevant affiliated club informed;

4.2 passed to the relevant affiliated club for attention;

4.3 Managed by WOA committee using the WOA Disciplinary Policy.