



## **Cronulla Triathlon Club Committee & Support Role Code of Conduct**

The below code of conduct provides guidelines rather than rules of how members of the Cronulla Triathlon Club Committee and those holding Support Roles, should behave and act, to help ensure the committee represents the best interest of the association's members, and uphold the integrity of the club and its rich history. This code of conduct is in place to define how one acts and is in place to complement but is not replacing the club constitution that governs how the club operates.

1. Committee members are required to attend a minimum of 80% of committee meeting in a year, and meetings are to start on time. (see [constitution](#) – specifies 3 consecutive meetings cannot be missed - 18, (2), g)
  - a. Apologies for non-attendance to be provided to the club secretary 24 hours in advance of a meeting.
  - b. Matters discussed at committee meetings should be **treated as confidential**. Communication of discussions at meetings should only be shared with general members (non-committee) by a club official or a method otherwise agreed by the committee. It should be recognised that on some occasions, legal or privacy concerns may result in information not being minuted
  - c. All Committee members should **advise of any conflicts of interest** which may restrict them from abiding by this code of conduct, and any such conflict should be disclosed at the beginning of a committee meeting, or at any given time to the club secretary should they arise outside of a meeting. In addition,
    - i. A Committee member has the right to request to the secretary that **a conflict remains confidential**, however the secretary has the right to request that the matter be disclosed to the other Committee members if they feel doing so is acting in the best interests of the club and its broader membership.
    - ii. If the conflict of interest is seen as a breach of the club's constitution, or any code of conduct the Committee member may be asked to resign their position on the committee.

2. Committee members and Support Roles;
  - a. should **always respect the opinions of others**, and equally be encouraged to share their own opinions in an open and constructive manner.
  - b. should **act in the best interests of all club members** at all times.
  - c. should not intentionally act in a way that is damaging to the club's image or perception.
  - d. should be **familiar with the club's constitution** and agree to abide by it and to the best of their ability the clubs general **code of conduct**.
  - e. are expected to provide to the membership officer a working with children clearance (WWCC). The membership officer should keep a record of all WWCC's received and a check-list of completed clearances one month after the formation of a new committee, with follow-ups when certificates expire.
  - f. should **act as leaders within the club**, and should drive the club's Train, Race & Belong agenda, especially the Belong by providing a welcoming and safe environment for all members and their families.
  - g. must read the **Triathlon Australia Member Protection Policy**, and agree to uphold that policy within the club.
3. Committee members and members holding Support Roles can ask the secretary to add an item to the meeting agenda, should they wish to discuss a specific issue or topic by the deadline specified by the secretary for the upcoming meeting to allow members to prepare for the discussion.
4. Members holding support roles, or members with required expertise or knowledge, can be invited to attend committee meetings to provide updates or advice to the committee, or to receive information from the committee.
5. Should a topic or matter not be resolved in a reasonable time period, or there is not sufficient information during a regular meeting then the chair may request a subcommittee be formed to discuss the topic in further detail. The sub-committee can include members of the Support Group. The sub-committee will bring back to the committee a proposal or options to be voted and approved by the committee or; motion to postpone until a specified time.

Further guidance provided by the Sport Integrity Unit for the conduct of meetings and its members can be found [here](#).