

Aspendale Lifesaving Club



Code of Conduct

Vision

To continuously provide a place welcoming for families and the community to feel safe, be educated, and enjoy the beach.

Mission

Supporting Aspendale beach goes through ongoing beach patrols, educating volunteers and the community in safe beach management and first-aid, in an atmosphere that is informative, fun, and supportive.

Purpose, Goals, Values

People	Protection
Families	Development
Well-Being	Prevention
Trust	Safety
Sustainability	Community
Education	Fun

Policy Purpose

As a member of the Aspendale Life Saving Club (ALSC) it is a requirement at all times with no exception for members to conduct themselves with,

- Respectfulness
- Integrity
- Honesty
- Trustworthiness
- Sustainability

As a member of the ALSC you accept the responsibilities of this Code of Conduct to which includes accountability for the benefit and enjoyment of the club and fellow members.

The ALSC Code of Conduct has been developed and implemented to ensure everybody enjoys a safe, friendly, inclusive, and sustainable environment.

Policy Description

The details within this Code of Conduct are for the purpose of all members, and that parents and/or guardians of members under the age of 18 years of age, are responsible for ensuring their child/children are aware and comply with these expectations. It is up to you as a parent and/or guardian to ensure your child/children behave in the required manner within the club, whilst representing the club or when participating in club activities.

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Any member who is found to conduct themselves in a manner that is contrary to these expectations may be subjected to disciplinary action which as a result may have their membership revoked, or be unable to participate in any/all, activities within or for the club.

All members have an obligation to report any incidents that could be considered a breach of this Code of Conduct as soon as they occur to an [Authorised Officer](#) so that any potential breach can follow the [Investigation Process](#), to which potential [Disciplinary Action](#) can/may be taken.

Responsibilities

Member's Code of Conduct

- Treat others as you would want them to treat you.
- Respect the rights of others.
- Treat others with dignity and Integrity.
- Be fair, considerate and honest in all dealings with others.
- Be professional in, and accept responsibility for, your actions.
- Be aware of, and maintain an uncompromising adherence to, Life Saving Victoria's standards, rules, regulations, and policies.
- Treat the building and its facilities with respect including all equipment.
- Hold a current Working with Children Check (WWCC) that is registered with the ALSC detailed as per LSV Guidelines located within the [Related Documents](#) section below.

Parents, Caregivers and Spectators' Code of Conduct

- As a club of volunteers, parents and Caregivers have a responsibility to actively participate in training, and to assist at competitions your child(ren) participate in and wherever possible support club events.
- Remember that children participate in sport for their enjoyment and development - encourage children to participate, do not force them.
- Focus on the child's efforts.
- Encourage children to play according to the rules and settle disagreements without resorting to hostility or violence.
- Never ridicule or yell at a child.
- Appreciate good performances by all participants.
- Respect officials' decisions.
- Show appreciation for coaches, age managers, officials and administrators.
- Condemn the use of violence, verbal abuse or vilification in any form – regardless of whether it is by spectators, coaches, officials or members.
- Support all policies and practices including responsible alcohol and drug use and support child safe strategies.
- Ensure you are aware and follow the correct processes if you have an issue or complaint.

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Participant's Code of Conduct

Please take the time to discuss this code of conduct with your child:

- Play by the rules.
- Do not argue with an official.
- Control your temper.
- Work hard for yourself and your club.
- Treat all participants as you would like to be treated.
- Cooperate with your coach, Age Manager, teammates and opponents.
- Participate for your own enjoyment.
- Respect the rights and dignity of all other participants.
- Respect the equipment you use.
- Respect the club and its facilities.
- Be a good sport and applaud all good performances.
- Speak to your parent(s)/ guardian if you have an issue, feel unsafe or are concerned about someone else.

Authorised Officer

(Please note details for all below positions are available in the Committee section of the ALSC website.)

Club President
Vice President
Secretary
Treasurer
Club Captain
Club Grievance Officer

Investigative Process

- 1) Report of Incident
- 2) Investigation Inc (use of CCTV, Access Control data)
- 3) Interview (if required)
- 4) Committee Review
- 5) Findings delivered both verbally and in writing
- 6) If required disciplinary action implemented

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Consequence and Disciplinary

Appendix 1 – Risk Consequence Table

Risk Consequence Table - Used to consider all consequences to which the highest consequence rating would apply (Scale of consequence to be agreed upon by executive and/or committee).							
Consequence Level	Financial Value	Reputational / Public Image	Business Interruption / Service Delivery	Health & Safety (Physical / Psychological)	Governance / Compliance	Criminal	Environmental Impact
Major	\$1,000 +	1) Unwanted Significant Media Attention Including Social Media 2) Major Display of Racism, or Sexism 3) Major Harassment 4) Major Impact on Volunteer morale	1) Major Disruption to Mandatory Services 2) longer term Closures of Facility causing loss of income	1) Fatality 2) Serious Injury requiring Hospitalisation 3) Major Bullying, Harassment 4) Any Worksafe reportable offence/incident	1) Major Privacy Breach 2) Extreme Regulatory/Compliance Breach or club being penalised 3) Litigation Breach causing warning, fine, or club being penalised 4) Any formal Prosecution	1) Large scaled Theft 2) Any offense resulting in criminal charges	1) Severe longterm or permanent damage to the environment. 2) Localised impact to land, water, atmosphere, wildlife requiring EPA evaluation/notification
Moderate	\$100 - \$999	1) Unwanted Media Attention Including Social Media 2) Moderate Display of Racism, or Sexism localised to the club 3) Moderate display of Harassment localised to the club 4) Moderate Impact on Volunteer morale	1) Moderate Disruption to Mandatory Services 2) Temporary Closures of Facility causing loss of income	1) Injury requiring ongoing medical treatment 2) Moderate Bullying, Harassment	1) Moderate Privacy Breach 2) Moderate Regulatory/Compliance Breach 3) Threat of Litigation Breach 4) Investigation of potential Prosecution	1) Moderate Theft 2) An offense resulting in police response	1) Longterm damage to the environment. 2) Localised impact to land, water, atmosphere, wildlife requiring Moderate remediation.
Minor	\$0 - \$100	1) Media Attention Including Social Media displaying a persons poor behaviour that could be associated with the club. 2) Minimal Display of Racism, or Sexism localised to the club 3) Minimal display of Harassment localised to the club 4) Minimal Impact on Volunteer morale	1) Minimal Disruption to Mandatory Services 2) No Closures of Facility however causing loss of income	1) Injury requiring once off medical treatment or assessment 2) Minimal Bullying, Harassment	1) Minor Privacy Breach 2) A Regulatory/Compliance mister meaner 3) Litigation mister meaner 4) Unlikely to cause Prosecution	1) Minor Theft 2) An offense resulting in club investigation	1) Minimal damage to the environment including land, water, atmosphere wildlife requiring short term remediation.
Insignificant	\$0	1) No Media Attention Including Social Media. 2) No Display of Racism, or Sexism. 3) No display of Harassment 4) No Impact on Volunteer morale	1) Short term Disruption to Mandatory Services 2) Negligable Closures of Facility 3) Period of time of inconvenience	1) No Injury however required first aid treatment. 2) Insignificant Bullying, Harassment	1) No Privacy Breach 2) No Regulatory/Compliance Breach 3) No Litigation Breach 4) No Prosecution	1) No Theft 2) No Offense 3) Minor investigation into incident	1) Superficial damage to the environment including land, water, atmosphere, wildlife requiring no remediation.

Appendix 2 – Consequence Disciplinary Action Table

Consequence Disciplinary Action Table - Used to consider any disciplinary actions to be taken. (Please Note this is a guide only final decision remains the right of the committee)							
Consequence Level	Financial Value	Reputational / Public Image	Business Interruption / Service Delivery	Health & Safety (Physical / Psychological)	Governance / Compliance	Criminal	Environmental Impact
Major	1) Membership suspended immediately for existing season including the removal of all allocated access. 2) Finances to be repayable to the club. 3) Report to police at the discretion of committee 4) Committee hearing to take place on duration of ban with formal letter to be issued. 5) Application for membership review to be completed and submitted if they wish to rejoin at a later date.	1) Membership suspended immediately including the removal of all allocated access. 2) Application for membership review to be completed and submitted if they wish to rejoin at a later date. 3) Formal apology letter to be issued to the club. 4) Committee hearing to take place on duration of ban with formal letter to be issued.	1) Membership suspended immediately including the removal of all allocated access. 2) Committee hearing to take place on duration of potential ban with findings to be issued in writing and recorded against membership.	1) Membership suspended immediately including the removal of all allocated access. 2) Committee hearing to take place on duration of potential ban with findings to be issued in writing and recorded against membership.	1) Membership suspended immediately including the removal of all allocated access. 2) Committee hearing to take place on duration of potential ban with findings to be issued in writing and recorded against membership.	1) Membership suspended immediately including the removal of all allocated access. 2) Committee hearing to take place on duration of potential ban with findings to be issued in writing and recorded against membership.	1) Membership suspended immediately including the removal of all allocated access. 2) Committee hearing to take place on duration of potential ban with findings to be issued in writing and recorded against membership.
Moderate	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Finances to be repayable to the club. 3) Report to police at the discretion of committee 4) Committee hearing to take place on further action with formal letter to be issued.	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Apology letter, email or verbal to be issued to the club. 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Apology letter, email or verbal to be issued to the club. 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Apology letter, email or verbal to be issued to the club. 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Apology letter, email or verbal to be issued to the club. 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Apology letter, email or verbal to be issued to the club. 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership potentially suspended for existing season including the removal of all allocated access. 2) Apology letter, email or verbal to be issued to the club. 3) Committee hearing to take place on further action with formal letter to be issued.
Minor	1) Membership to remain active until further review complete 2) Finances to be repayable to the club. 3) Report to police at the discretion of committee 4) Committee hearing to take place on further action with formal letter to be issued.	1) Membership to remain active until further review complete 2) Report to police at the discretion of committee 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership to remain active until further review complete 2) Report to police at the discretion of committee 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership to remain active until further review complete 2) Report to police at the discretion of committee 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership to remain active until further review complete 2) Report to police at the discretion of committee 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership to remain active until further review complete 2) Report to police at the discretion of committee 3) Committee hearing to take place on further action with formal letter to be issued.	1) Membership to remain active until further review complete 2) Report to police at the discretion of committee 3) Committee hearing to take place on further action with formal letter to be issued.
Insignificant	1) No Action Required	1) No Action Required	1) Incident to be reviewed by authorised officer if any further action required	1) Incident to be reviewed by authorised officer if any further action required	1) Incident to be reviewed by authorised officer if any further action required	1) Incident to be reviewed by authorised officer if any further action required	1) Incident to be reviewed by authorised officer if any further action required

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Related Documents

ALSC abide by policies set by both SLISA and LSV – these relate to member protection and management of complaints and grievances.

Link's to ALSC & LSV policies can be found below,

[LSV Policies](#)

[Club Policies | Life Saving Victoria \(lsv.com.au\)](#)

[Life Saving Victoria By Laws - Version 29 1st Feb 2021](#)

[ALSC Policies](#)

[WWCC - LSV Guideline](#)

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