



Administrators' Code of Conduct

The Code of Conduct embodies individual and collective responsibilities of Management Committee Members; checks and balances on their behaviour, actions, decisions and decision-making processes and activities transparent to the Members and other stakeholders, including Associations, Phoenix Netball and sponsors.

The responsibilities outlined under the Code of Conduct for Management Committee Members also extends to ex-officio Members, Members of sub-committees, and anyone acting on behalf of or for the Club e.g. Communications Officer etc.

The Code of Conduct takes into consideration good governance principles, as well as the prevailing best practices of sports club management. It also takes into account relevant statutory and common law requirements.

By endorsing the Code of Conduct, Management Committee members agree to adhere to its provisions in all their actions, decisions, decision-making processes and dealings relating to the club.

Collectively as a Management Committee, Management Committee Members' will strive to:

- i) Act in accordance with applicable legislation, the Club Constitution/Rules, accepted codes, policies and guidelines;
- ii) Act collectively as a body to uphold the integrity and dignity of the Management Committee maintaining the confidence of Members in its deliberations, decisions and actions.

Management Committee Members take on the management of the Club. In doing this, Management Committee Members acknowledge that they are volunteers and no employment relationship exists. This does not diminish their corporate governance responsibilities as Management Committee Members.

In their individual capacity, Management Committee Members will execute their corporate governance obligations and responsibilities legally, professionally and to the highest standards of accountability, ethics and custodianship.

The corporate governance obligations and responsibilities of the Management Committee Members include the following:

- i) Provide strategic leadership and direction so that the club is able to set and achieve specific goals and targets that are consistent with the objects of the Club as stated in the Club Constitution/Rules (*to be reviewed in 2013-14*);
- ii) Monitor financial performance and manage financial and other risks so as to promote the strategic long-term viability of the club;

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- iii) Ensure compliance with Club and Associations' policies, laws and regulations;
- iv) Keep members and key stakeholders informed of the progress of the club.

In carrying out their corporate governance, obligations and responsibilities, Management Committee Members aspire always to act in good faith; use sound judgment; act with discipline and integrity, ensuring transparency and consistency in decision making processes. Management Committee Members will:

- i) Be fair, considerate and honest in all dealings with others;
- ii) Be professional and accept responsibility for their own actions;
- iii) Maintain strict impartiality, not being influenced by any third party in the performance of duties;
- iv) Declare any conflicts of interest when the interests come into conflict with the interests of the Club or its members;
- v) Maintain confidentiality of proceedings and matters relating to the strategic governance and management of the Club, its members and its business. Confidentiality extends to information, documents, discussion and decisions. Management Committee Members and members of sub-committees are required to return any and all confidential information on the request of the Executive of the Management Committee;
- vi) Declare any gift or gratuity offered to them in their capacity of Management Committee Members. They will abide by the decision of the Management Committee as to the best way to dispose of these gifts or gratuities. Gifts or gratuities do not include:
 - (1) Honorariums
 - (2) Reasonable food/refreshment provided at meetings
 - (3) Reasonable out of pocket expenses incurred in the execution of Club duties
 - (4) Reasonable cost of attendance at Board and Association meetings and events approved by the Management Committee.

Management Committee Members commit to:

- i) Establish clear policies and guidelines for the efficient operation of the Management Committee that promote a sense of group responsibility;
- ii) Update their knowledge on Corporate Governance annually;
- iii) Regular attendance at and preparation for meetings of the Management Committee and relevant Sub-Committee meetings.

Declaration of Acceptance

I _____ (*Name of Management Committee Member*),

as _____ (*Position*) of Oakdale Phoenix Netball Club Inc. declare that I have read and understood the Oakdale Phoenix Netball Club's Administrator Code of Conduct as outlined above and agree to abide by its provisions during my term of office at the above mentioned Club.

_____/_____/_____
 (Signature) (Date)

_____/_____/_____
 (Witness) (Date)