

# Integrity Policy & Process



## INTEGRITY POLICY

### Introduction

Hockey Queensland (HQ) and its affiliated Associations and Clubs are committed to the highest standards of conduct and ethical behaviour on and off the field, to protect and maintain the integrity of hockey including the safety, wellbeing and enjoyment of all players, coaches, officials, volunteers, administrators, committees, boards and spectators while participating in or watching hockey. HQ's Integrity Policy (the Policy) details the standards, requirements and practices for all employees (paid and volunteer) working with or within HQ to deliver hockey and for those participating in hockey to uphold the principles of fairness, respect, responsibility and safety.

HQ implements the Policy in conjunction with HQ's Blue Card/Working With Children Check Policy, Hockey Australia's Member Protection Policy (MPP), HA Anti-Doping Policy, HA Integrity (Match-fixing) Policy and HA Privacy Policy.

HQ promotes the national programs that support safe, fair and inclusive sport environments including "Play by the Rules" (PBTR), "Anti-Homophobia & Inclusion Framework for Australian Sports", "Fair go, Sport!" and "Come out to Play", the "National Anti-Racism Strategy and Racism. It Stops with Me" and "Good Sports".

HQ has zero tolerance for behaviour that does not reflect the intent of this Policy.

### Application

This Policy applies to all paid and volunteer employees of HQ and members of its affiliated Associations and Clubs including board members, committee members, players, coaches, officials, administrators, volunteers, parents and spectators. All affiliated Associations and Clubs must comply with the Policy within their organisations.

#### 1.0 Integrity Framework

HQ's Integrity Framework and Policies aim to prevent serious integrity violations and promote integrity through stimulating understanding, commitment and capacity for ethical decision-making.

HQ requires all stakeholders (including Associations and Clubs, players, coaches, officials, volunteers, administrators, committees and boards) to be familiar with the policies and rules of the organisation and disclose information as required to ensure the successful implementation of the policies to create a safe, inclusive, fair and enjoyable environment for all hockey participants, employees (paid and volunteer) and spectators in Queensland.

#### 1.1 Integrity Committee - Role

The HQ Integrity Committee (IC), in accordance with the Terms of Reference, assists the HQ Board in fulfilling its oversight responsibilities especially in respect to establishing and monitoring its Code of Conduct and Member Protection Policies, player welfare initiatives and programs, coach and manager orientation programs, judiciary systems and creating positive playing environments within all levels of the sport.

## **1.2 Judiciary Committee - Role**

HQ's Judiciary Committee (JC) assists the HQ Board in fulfilling its oversight responsibilities in accordance with HQ's Judiciary Policy.

## **1.3 TeamQLD Cultural Reform Program**

HQ's TeamQLD Cultural Reform Program provides a state-wide approach to continue to improve the positive culture of hockey throughout Queensland, through embedding TeamQLD values and behaviours from state to club level across the hockey community through an education and awareness-raising program targeting players, coaches, officials, committees, administrators, parents and spectators.

## **1.4 Member Protection Information Officers (MPIO)**

HQ appoints the role of State Member Protection Information Officer to a paid employee and aims to support the appointment of an MPIO in each affiliated Association and their Clubs through provision of information regarding the MPIO role, benefits and training opportunities available through the Australian Sports Commission and State Government.

HQ maintains a register of MPIO's within each Association and Club and supports MPIO's where required, in particular to manage more complex complaints through provision of advice regarding complaints management processes under the MPP.

## **1.5 Partners**

HQ's partners in maintaining high integrity standards include Hockey Australia, affiliated Associations and Clubs, Australian Sports Commission, Australian Sports Anti-Doping Agency, Commission for Children and Young People and the Office of Fair Trading. HQ will continue to work with these organisations to implement programs and good practices to continuously improve the experience for hockey participants.

## **1.6 Governance – state-wide**

HQ will continue to work with affiliated Associations and Clubs to continually improve their governance and management to implement the range of HQ policies and programs that support improved integrity standards within their organisations.

## **3.0 Integrity Monitoring and Risk Management Procedure**

### **3.1 Communication**

HQ provides access to the Policy via the website, information sessions at members' forums, regular updates and direct email to member Associations and Clubs.

TeamQLD provides the avenue for HQ to deliver training and awareness raising activities (see 3.6 Training and Education below) to mitigate key risks to support positive environments for our players, coaches, officials, volunteers, administrators, committees and boards.

HQ encourages and supports open communication with stakeholders regarding the Policy and resolution of issues relating to the Policy.

### 3.2 Managing Breaches

Breaches of the Policy are managed under the MPP complaints procedure. HQ will ensure that appropriate and confidential records in relation to the following are maintained:

- Incident reports;
- Evidence gathered through investigations into incidents reported;
- Outcome of investigations and decisions; and
- All correspondence relating to incidents.

All breaches and outcomes of investigations are reported regularly to the Integrity Committee and the Board of HQ to provide opportunity for ongoing review and updating of Policy, procedures and education programs.

### 3.5 Appointment of Employees

When employees are appointed to a paid or voluntary role within HQ, they will undergo induction training relative to their role including completion of the Member Protection Declaration Form (Appendix 1) in accordance with the MPP.

Affiliated Associations and Clubs will be encouraged to provide induction training for employees relative to their role including completion of the Member Protection Declaration Form (Appendix 1) in accordance with the MPP.

### 3.6 Training and Education

HQ aims to educate all employees and members in the Policy to support their efforts and encourage all members to adopt practices that secure safe, inclusive and enjoyable experiences for all participants including players, volunteers, employees and spectators. This will occur through providing access to the Policy on the website, information sessions at members' forums, regular updates and direct email to Associations and Clubs.

HQ regularly communicates TeamQLD messaging to employees and member organisations through the website, members' forums, regular updates and specifically targeted training and education to support implementation of good practices. HQ employs high profile TeamQLD Ambassadors, TeamQLD Mentors for Queensland teams and Local Ambassadors in Associations and Clubs to continually deliver the TeamQLD message and improve the culture of hockey state-wide.

HQ requires all employees to agree to the codes of conduct and provides TeamQLD and child protection awareness training for under-age players selected in Queensland teams, parents of under-age players and all Queensland Team Officials (coaches and team managers) appointed by HQ where under-age players are selected, to raise awareness of appropriate practices to secure the safety and wellbeing of children, young people and employees working with children and young people while travelling to national competitions and events.

HQ's MPIO provides regular individual guidance and support for Association and Club MPIO's as required and provides regular reminders regarding the MPP and complaints management procedures.

Through the *Modern Club Management Kit*, HQ provides and promotes online video training covering Member Protection, Child Protection, Drugs and Alcohol, Equity, Harassment and Bullying, supported by policies and procedures for all affiliated hockey Associations and Clubs within Queensland to ensure all affiliates' employees have access to induction training and supporting documentation to perform their roles and meet the requirements of the Policy and Member Protection Policy.

To support the ongoing training and education of employees and members, HQ also promotes the training and support resources available through:

1. The ASC, ASADA and NISU resources can be found at:  
[www.ausport.gov.au/supporting/integrity\\_in\\_sport](http://www.ausport.gov.au/supporting/integrity_in_sport);
2. Play By The Rules via the following link: <https://www.playbytherules.net.au/>; and
3. The Daniel Morcombe Foundation: <http://www.recognisereactreport.com.au/>.

### 3.7 Review

HQ, through the Integrity Committee, undertakes an annual review of the Policy as a minimum, to ensure the organisation maintains practices that align with good practice to support the creation of safe and supportive environments for all members and participants in hockey. The following measures may be included in the review process:

- whether HQ policies and procedures were followed;
- whether any incidents or risk management issues occurred;
- the actual process used to manage any incidents;
- the effectiveness of HQ's policies and procedures in preventing or minimising behaviour that doesn't meet code of conduct and policy standards; and
- the content and frequency of training in relation to the Policy.

**HOCKEY AUSTRALIA MEMBER PROTECTION POLICY**  
**Attachment C1: MEMBER PROTECTION DECLARATION**

Hockey Australia has a duty of care to all those associated with our organisation and our sport. It is a requirement of our Member Protection Policy that we check the background of each person who works, coaches or has regular unsupervised contact with children and young people under the age of 18.

I ..... (name) of .....  
..... (address) born ...../...../.....

Sincerely declare:

1. I do not have any criminal charge pending before the courts.
2. I do not have any criminal convictions or findings of guilt for sexual offences, offences related to children, acts of violence or narcotics.
3. I have not had any disciplinary proceedings brought against me by an employer, sporting organisation or similar body involving child abuse, sexual misconduct or harassment, other forms of harassment, acts of violence or narcotics.
4. I am not currently serving a sanction for an anti-doping rule violation under an ASADA approved anti-doping policy applicable to me.
5. I will not participate in, facilitate or encourage any practice prohibited by the World Anti-Doping Agency Code or any other ASADA approved anti-doping policy applicable to me.
6. To my knowledge there is no other matter that HA may consider constituting a risk to its members, employees, volunteers, athletes or reputation by engaging me.
7. I will notify the CEO of the hockey organisation engaging me immediately upon becoming aware that any of the matters set out above has changed.

Declared in the State/Territory of .....  
on ...../...../.....(date) Signature .....

**Parent/Guardian Consent (in respect of a person under the age of 18 years)**

I have read and understood the declaration provided by my child. I confirm and warrant that the contents of the declaration provided by my child are true and correct in every particular.

Name:.....

Signature:..... Date: .....

*This Policy will be reviewed by the Integrity Committee annually*

**~END~**