



## CODE OF CONDUCT - Revision 2024/1

### PURPOSE

This Code of Conduct is issued by the Board under clause 12.2 of the APDA Limited Constitution approved in October 2018, for the purposes of outlining the minimum standards of conduct for anyone involved with APDA Ltd.

### OBJECTIVES

The objectives of these Rules are to:

- a) Ensure consistent and appropriate standards of behaviour for everyone involved in APDA, to promote a safe and harmonious environment across APDA Ltd.
- b) ensure that the Board and Management of APDA Ltd have appropriate discretion to take decisions regarding the conduct of those involved with APDA, in the best interests of APDA Ltd.

### APPLICATION

The Code of Conduct applies to everyone involved in APDA, including individual members, teachers (registered or assistant), parents and guardians of members, officials and administrators, judges and volunteers.

This document is for general publication, although if you are referring to a downloaded or printed version of the policy you should check that you have the most recent version.

### REFERENCES

This document is to be read in conjunction with:

- a) APDA Individual Member Rules
- b) APDA Teachers Rules
- c) APDA Social Media Policy
- d) APDA Competition Rules
- e) APDA Ltd Constitution

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### **CC1 – General rules for everyone**

- a) Act within the rules and the spirit of the rules of APDA at all times.
- b) Promote fair play, equality, and friendships over winning at any cost.
- c) Encourage and support opportunities for people to learn appropriate behaviours and skills.
- d) Support opportunities for participation in all aspects of APDA.
- e) Show respect and courtesy for all involved in APDA.
- f) Respect the decisions of judges, officials, teachers, administrators, APDA Management and Board.
- g) Where practical, avoid unaccompanied and/or unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance exists) with people under the age of 18.

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- h) Display appropriate and responsible behaviour in all interactions.
- i) Display responsible behaviour in relation to alcohol and other drugs, noting that all APDA events (including classes and competitions) are alcohol-free events.
- j) Ensure your actions and decisions contribute to a safe and harassment-free environment.
- k) Do not tolerate abusive, bullying, or threatening behaviour.

### **CC2 – Individual members**

- a) Give your best at all times.
- b) Participate for your own enjoyment and benefit.
- c) Abide by the rules (including competition rules, individual member rules, and social media policy), and show respect for your fellow club members, other competitors, teachers, judges and officials.
- d) Be a positive ambassador for your club and APDA by encouraging everyone and being respectful to the people you meet at physie.
- e) Demonstrate good sportsmanship, and respect the decisions of judges and officials.

### **CC3 – Teachers**

- a) Place the safety and welfare of all individual members above all else.
- b) Help each individual member to reach their potential. Respect the talent, developmental stage and goals of each person and encourage them with positive and constructive feedback, and respect the wishes of members who participate for fun and fitness rather than competition.
- c) Obtain appropriate qualifications where possible, and keep up to date with the latest teaching practices, and the principles of growth and development of young members.
- d) Maintain the 'working with vulnerable people' clearance required by the State or Territory legislation that applies to your club.
- e) Know and understand the rules of APDA, including competition rules, and abide by them at all times.
- f) Ensure that any physical contact with another person is appropriate to the situation and necessary for the person's skill development (or necessary for a person's safety, having regard to the situation).
- g) Model appropriate, positive, respectful behaviour towards individual members, competitors, teachers, judges and officials, and parents/guardians of members, regardless of their club.
- h) Ensure that your behaviour is always at a standard that justifies your position of influence within APDA and your club, and that you present as a good ambassador for APDA and your club at all times.

### **CC3 – Judges**

- a) Uphold the highest standards of integrity, honesty, confidentiality and equality at all times.
- b) Ensure that your behaviour is always at a standard that justifies your position of influence within APDA.

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- c) Declare real and potential conflicts of interest to APDA when being considered for judging appointments.
- d) Undertake the required initial and ongoing training required for APDA judges, and volunteer your time to judge where possible to maintain and improve your judging abilities.
- e) Judge in accordance with ADPA judging guidelines, ensuring that you judge consistently, impartially and objectively when making decisions, and that your judging does not discriminate based on irrelevant factors such as race, cultural background, sexuality or religion.

#### ***CC4 – Officials and administrators***

- a) Ensure quality supervision and instruction for all individual members of APDA, having regard to the welfare and safety of all members.
- b) Support teachers, judges and officials to improve their skills and competencies.
- c) Act honestly, in good faith and in the best interests of APDA Ltd as a whole.
- d) Ensure that information obtained in your official role for APDA Ltd is used for proper purposes, and that you do not gain improper advantage for yourself or others because of your official role. Comply with APDA guidelines on conflict of interest.
- e) Conduct your role and undertake your responsibilities with due care, diligence and competence.
- f) Ensure your behaviour is always at a standard that justifies your position of influence within APDA.

#### ***CC5 – Parents and guardians***

- a) Encourage your child to participate, do their best, and have fun.
- b) Focus on your child's effort and performance, rather than winning or losing.
- c) Never ridicule or yell at a child for making a mistake or for not achieving a particular result in a competition.
- d) Model appropriate behaviours and sportsmanship, including respect for other competitors and students, members and spectators from other clubs, and APDA teachers, officials and judges.
- e) Ensure that you and your child comply with APDA rules, including competition rules, social media policy, and spectators' code of conduct.
- f) Report instances of inappropriate behaviour within your club or APDA to appropriate officials (including competition officials, or in accordance with APDA's Dispute Resolution policy).
- g) Respect the decisions, actions and efforts of your child's teacher, judges and officials.



### ***CC6 - What happens if you don't comply with this Code of Conduct?***

It is a condition of ongoing membership with APDA (as an individual member, teacher) that you comply with this Code of Conduct. Failure to meet the minimum standards of behaviour outlined here might have a range of consequences, including:

- a) You might be issued with a formal warning or reminder about appropriate conduct;
- b) You might be asked to issue an apology to another person, if your inappropriate conduct has affected them negatively;
- c) You might be removed from a position with APDA (for example, a role as an official or volunteer);
- d) You might be excluded from APDA events, including competitions (either as a spectator or as a competitor);
- e) In the most serious of cases, your registration with APDA might be suspended or terminated, in accordance with the Individual Member Rules or Teachers Rules, as relevant.

Other consequences may be applied, depending on the nature and seriousness of the matter and the impact on APDA and its members.

**Note:** It is important to remember that, if you are a parent or guardian responsible for the registration of a member under the age of 18, your conduct might result in sanctions for your child. For example, if you demonstrate inappropriate behaviour towards others at APDA events, both you and your child may be excluded from events or competitions.

### ***CC7 – How does APDA decide whether there has been a breach of the Code of Conduct, and how does APDA decide what to do if there is a breach?***

A complaint or allegation of inappropriate behaviour can be made in accordance with the APDA Dispute Resolution Policy, and any complaints or allegations will be dealt with in accordance with that policy.

The Dispute Resolution Policy sets out how a matter will be investigated, what you would be told while a matter is under investigation (if you are the subject of a complaint or allegation), and how a matter might be resolved (noting the potential consequences outlined at rule CC6 in this policy).

It is important to note that, wherever this Code of Conduct or the Dispute Resolution Policy require decisions about whether or not behaviour is appropriate, and what sanction to apply for breaches, the APDA Board and Management team will make decisions that are considered to be in the best interests of APDA as a whole. The Board and Management team have discretion to take into account whatever information is considered necessary to support a decision being made in the best interests of ADPA.



## 2024 INDIVIDUAL MEMBERSHIP RULES

### PURPOSE

These Individual Member Registration Rules are issued by the Board under clause 12.2 of the APDA Limited Constitution approved in October 2018, for the purpose of outlining the key requirements for registering as an Individual Member of APDA Ltd.

### OBJECTIVES

The objectives of these Rules are to:

- a) provide consistent and transparent arrangements for the annual registration of an Individual Member of APDA Ltd;
- b) ensure that the Board of APDA Ltd have appropriate discretion to take decisions about the registration of Individual Members, in the best interests of APDA Ltd.

### APPLICATION

The Individual Member Registration Rules apply to all proposed and current registered Individual Members of APDA Ltd.

This document is for general publication, although if you are referring to a downloaded or printed version of the policy you should check that you have the most recent version.

### REFERENCES

This document is to be read in conjunction with:

- a) APDA Codes of Conduct
- b) APDA Social Media Policy
- c) APDA Individual Competitor Status Rules
- d) APDA Ltd Constitution

### ***IMR1 - When do I have to register as a member of APDA?***

- a) All individual APDA members need to register with APDA each year.
- b) Any individual who attends classes with an APDA club, and/or who intends to compete in any competition during the year, must be registered with APDA.
- c) You need to register regardless of when you join your club; even if you start classes in Term 4, you need to register with APDA.
- d) If you are attending classes, you need to register with APDA regardless of whether you intend to compete in any competition.
- e) Your APDA club may (but isn't required to) offer you up to two weeks of trial classes if you are new to APDA and are deciding whether to join and continue with classes. If you are a new member, to continue beyond the first two weeks you will need to register with APDA and pay your registration fee (see rule IMR2).
- f) All members need to register and pay their registration fee if continuing beyond the first two weeks of classes.
- g) You can only register with one APDA club at a time, and generally can only register with one APDA club per calendar year (see rule IMR3 for guidance about switching clubs).

***IMR2 - What do I need to do to register as a member of APDA?***

- a) You will need to complete the individual member registration via RevSport. You need to ensure that you provide all the requested information as part of this process, or it may affect your registration and/or your ability to participate in competitions.
- b) You must ensure you register yourself or your child in the correct age group or status, as set out in the Individual Competitor Status Rules.
- c) You must pay the registration fee allocated by APDA, at the time you register. Registration fees must be paid in full and are non-refundable, even if you stop classes during the year. Members who commence classes part way through the year, will be eligible for pro-rated registration fees as outlined at Attachment A, and are subject to the 'two-week trial' rule at rule IMR1(e).
- d) You need to agree to comply with APDA rules and guidelines as part of your registration, including Codes of Conduct, Competition Rules, and Social Media Policy.
- e) If you are a parent or guardian registering a child under 18, it is also a condition of registering the member that YOU agree to comply with Codes of Conduct and Social Media Policy. It is important that you understand that if you breach these policies your child's registration, or ability to enter competitions, may be affected.

***IMR3 - What if I want or need to switch clubs?***

- a) If you want to transfer clubs during a calendar year, you need to apply to APDA in writing, providing your reasons for transferring clubs. You need to have a legitimate reason, such as:
  - i. You are changing your address, and the new club is closer to your new home address (you would need to provide evidence of this);
  - ii. Irreconcilable differences with your current club that prevent you from attending classes.
- b) In the case of a transfer, APDA will usually ask your old club for clearance before processing your transfer registration; this is to ensure that you are not leaving your old club with outstanding debts.
- c) You must be registered at the club where you attend classes. For example, if you move interstate mid-year, you can't attend classes with a new club but stay registered with your old club for the rest of the year.

***IMR4 - What do I need to do to maintain my registration with APDA?***

You need to:

- a) Register each year and pay the required registration fees;
- b) Comply with the Codes of Conduct, Individual Competitor Status Rules, these Individual Member Registration Rules, and Social Media Policy.

***IMR5 – What if I don't or can't meet the requirements for Individual Members?***

If you don't or can't meet the requirements in these Rules, the Board of APDA might:

- a) suspend or terminate your registration as an Individual Member at anytime;
- b) prevent you from entering competitions.

There may also be other APDA policy documents that set out other consequences for not meeting these requirements (such as other sanctions for breaching a Code of Conduct, or consequences for breaching Individual Competitor Status Rules or the Social Media Policy).

### ***IMR6 – How does the Board work out if I haven't met the requirements?***

The Board of APDA supports all members participating in APDA, if that's what they want to do, and doesn't take suspension or termination of Individual Member registration lightly, but you need to be aware that the Board will act in the best interests of APDA.

If the Board is considering suspending or terminating your Individual Member registration, for one of the reasons outlined in these Rules, then:

- a) You will be told that the Board is considering suspending or terminating your registration;
- b) You will be told the reason, and you will be able to write to the Board about the matter (e.g. you'll be able to tell the Board why you think suspension or termination shouldn't be considered);
- c) If the issue is something you can fix (for example, you forgot to register as an Individual Member by the right date) you will be given a reasonable opportunity to make the correction;
- d) The Board will take into account how serious the issue is, and whether it's a one-off issue or a recurring problem. For example, the Board usually wouldn't consider terminating Individual Member registration because of a minor one-off breach of a Code of Conduct. However consideration would be given for serious or ongoing issues, such as dishonesty in registering in the correct section or age group or actions that clearly bring APDA into disrepute;
- e) The Board might ask someone (either within APDA or externally) to investigate or look into a matter and report to the Board (for example, investigating a breach of a Code of Conduct) before deciding to suspend or terminate a person's Individual Member registration.

Important note: Where these Rules note that the Board will make a consideration, this means that the Board will take into account anything that these Rules say is relevant. They are also able to exercise discretion to take into account any other matters that are relevant, to make sure that they act in the best interests of APDA Ltd as a whole.

## ATTACHMENT A – 2024 Registration Fees

Members are required to register with APDA via the RevSport  
<https://www.revolutionise.com.au/apdaphysie/>

Fee Description	2024 Amount	Note
2024 Member Registration (excluding Tiny Tots)	\$85.00	This fee is for all members, returning and new, registering in the 5 years and above in 2024.
2024 Tiny Tots	\$50.00	This fee is for members enrolled in Tiny Tot classes. If participating in 5 years+ classes, the full fee is payable.
Term 3 Member Registration 5 years and above Tiny Tots	\$42.50 \$25.00	This fee is for all new APDA members joining from <b>Term 3</b> only. If they attended classes in Term 2 or prior, the full fee is payable.
Term 4 Member Registration 5 years and above Tiny Tots	\$20.00 \$12.50	This fee is for all new APDA members joining from <b>Term 4</b> only. If they attended classes in Term 3 or prior, the full fee is payable.
<u>Competition Entry Fees</u>		
Individual Entry	\$35.00	APDA Individual Competition entries will be the responsibility of the individual registered who will enter and pay APDA directly via RevSport





## **SOCIAL MEDIA POLICY - Revision 2024/1**

### **PURPOSE**

This Social Media Policy is issued by the Board in accordance with clause 12.2 of the APDA Limited Constitution approved in October 2018, for the purpose of providing rules and guidance for the use of social media in relation to APDA.

### **OBJECTIVES**

The objectives of the Social Media Policy are to:

- a) provide consistent, transparent and practical guidelines for APDA Clubs, registered and assistant teachers, individual APDA members, and the APDA broader community around the use of social media in relation to APDA;
- b) provide guidance on what APDA considers to be unacceptable use of social media in relation to APDA, in order to protect APDA from risks associated with social media use;
- c) ensure that guidance on use of social media supports the positive promotion of APDA to the broader community, and promotes a harmonious and supportive community within APDA.
- d) ensure that the Board of APDA Ltd have appropriate discretion to take decisions about the impact of social media usage on APDA Ltd, and to act in the best interests of APDA Ltd.

### **APPLICATION**

The Social Media Policy applies to all Clubs, teachers, club principals and club officials, APDA officials, Individual Members and those associated with Individual Members (such as parents, guardians and other supporters). It applies to people who use social media in an official capacity (e.g. for APDA, or on behalf of their Club), and to individuals who use social media in a way that might affect APDA's (or a specific Club's) business, products, competitions or other events, suppliers, other APDA members, or APDA's reputation.

The policy generally doesn't cover personal use of social media where it isn't related to, and doesn't mention, APDA/your APDA Club, or its business, products, competitions or other events, suppliers, other APDA members. However, inappropriate use of social media in a way that doesn't directly refer to APDA may still be a breach of this or other policies, such as Codes of Conduct (for example, bullying or harassment by social media of other APDA members would be a breach of the Code of Conduct).

The policy includes use of the social media listed at Attachment A, but isn't limited to this list.

This document is for general publication, although you are referring to a downloaded or printed version of the policy you should check that you have the most recent version.

### **REFERENCES**

This document is to be read in conjunction with:

- a) APDA Code of Conduct
- b) APDA Competition Rules
- c) APDA Teachers Rules
- d) APDA Individual Member Rules
- e) APDA Ltd Constitution

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### **SM1 – Individual APDA Member responsibilities**

- a) Protect your privacy.
  - Remember that social media is rarely private, even if you have well-controlled privacy settings. Be careful to protect your own privacy when using social media (whether related to APDA or not), and if you wouldn't want a post or photo available to the whole world on the internet, don't post it on social media.
  - Respect the privacy of others: if you are not sure if you have permission to post material about another person, including posting photos of them, ask them first, or reconsider posting the material.
  - For our junior members in particular, be aware of 'friend' requests from people you don't know, even if they look like they might be a physie girl.
- b) Treat others with respect and courtesy.
  - Social media must not be used to bully, harass, or discriminate against others within your club, or others within APDA.
- c) Respect APDA, its officials and volunteers, and processes.
  - APDA doesn't mind people having their own opinions about APDA and its clubs, or the way that APDA manages its business. However, social media is not the place to vent or air disappointment in results or other matters. If you have a legitimate concern about the outcome of competitions, or some other aspect of APDA business, then you should refer to APDA's Dispute Resolution process. Otherwise, APDA expects its members to display good sportsmanship (even if you are disappointed!)
- d) Respect any laws that apply to you, including copyright.
  - There are laws that apply to things like sharing footage from APDA's training DVDs on social media, streaming or sharing videos that contain APDA syllabus music, or sharing photos taken by official photographers where you haven't purchased the rights to the photos. If you are unsure of whether you can share videos and music in particular, please check with your club.
- e) Manage APDA-related groups and pages responsibly.
  - If you manage or make available an APDA-related social media group or page (such as the 'Physie and Dance' group on Facebook, or second-hand leotard groups), you must make it clear in the group's terms of use that it is not an official APDA page. It is your responsibility to ensure that people on the page interact appropriately (and honestly, in respect of leotard sales in particular), and APDA will not be responsible for monitoring or moderating these pages and groups, or enforcing terms of use.

**IMPORTANT:** these rules for individual members also apply to parents and guardians of members under 18. A parent or guardian who does not comply with these rules might have sanctions applied, including sanctions that affect their child's registration or ability to compete, in accordance with the APDA Code of Conduct and Individual Member Rules.



## ***SM2 – APDA teacher responsibilities (registered and assistant teachers)***

- a) Protect your privacy:
  - Remember that social media is rarely private, even if you have well-controlled privacy settings. Be careful to protect your own privacy when using social media (whether related to APDA or not) and be careful to respect the privacy of others such as your students, fellow club members, or other competitors.
  - If you are not sure if you have permission to post material about another person, including posting photos of them, ask them first, or reconsider posting the material.
- b) Be a good ambassador:
  - Where you have a public profile on social media, or even a closed profile with substantial number of friends or followers, your personal posts can impact on the reputation of APDA Ltd and your APDA club, regardless of whether a post relates to APDA.
- c) Treat others with respect and courtesy
  - Social media must not be used to bully, harass, or discriminate against others within your club, or others within APDA.
- d) Maintain confidentiality:
  - Maintain the confidentiality of APDA business, competition information (such as judging), and your club members, and ensure that social media is not used to inappropriately distribute teacher-only material such as syllabus.
- e) Respect APDA, its officials and volunteers, and processes:
  - APDA doesn't mind people having their own opinions about APDA and its clubs, or the way that APDA manages its business. However, social media is not the place to vent or air disappointment in results. If you have a legitimate concern about the outcome of competitions, or some other aspect of APDA business, then you should refer to APDA's Dispute Resolution process. Teachers are responsible for modelling and encouraging good sportsmanship.
  - Direct queries to the appropriate channel – questions about rules, competitions arrangements or schedules should be directed to the correct APDA email account, rather than raised on social media, and queries need to be sent by your club principal.
- f) Respect any laws that apply to you, including copyright.
  - There are copyright laws that apply to things like sharing footage from APDA's training DVDs on social media, streaming or sharing videos that contain APDA syllabus music, or sharing photos taken by official photographers where you haven't purchased the rights to the photos. If you are unsure of whether you can share videos and music in particular, please check with your club principal.



### ***SM3 – APDA officials’ responsibilities***

(Judges, moderators, scrutineers, marshalling and competition assistants, and APDA management team members)

- a) In addition to their responsibilities as individual members and/or teachers, APDA officials must maintain strict confidentiality about their role in APDA, including judging and other competition details, and confidential and commercially sensitive information of APDA Ltd. Details must not be shared on social media under any circumstances.

### ***SM4 – APDA Club responsibilities***

- a) Control access to accounts
  - You should ensure that only authorised individuals have access to post ‘as your club’ on social media.
  - APDA recommends limiting the number of people who have access to post ‘as your club’, to ensure consistency of approach and messaging.
- b) Respect privacy
  - Clubs need to respect the privacy of their members, particularly those who may have legal or other restrictions around the publication of their names or photos.
- c) Treat others with respect and courtesy
  - Social media must not be used to bully, harass, or discriminate against others within your club, or others within APDA.
  - Engage in robust discussions about APDA if you like, but do it respectfully.
  - Clubs need to moderate their pages and groups (both public and private) to ensure that their members engage respectfully with others, and comply with this Social Media policy and Codes of Conduct, including rules about lodging grievances in the correct place rather than using social media to discuss concerns or disappointments.
- d) Use accounts to promote APDA!
  - Club accounts should be used to promote both club and APDA Ltd materials and information. Where APDA posts material on its public accounts, share away!
- e) Celebrate all your members
  - Celebrate successes, but don’t forget that the whole of your club’s community, not just champions, can help promote your club and APDA.
- f) Respect applicable laws, including copyright, discrimination, etc. Copyright obligations include restrictions on publication of APDA syllabus music, reposting of materials from other sites, and so forth. If you are unsure, seek advice from APDA Compliance.



### **SM5 – APDA Ltd responsibilities**

- a) Only authorised people will be allowed to use APDA Ltd social media accounts (that is, to post ‘as APDA’).
- b) APDA will respect the privacy of its members, and where possible will avoid posting material of members who have restrictions on the publication of their photos or other personal details. However, this can be difficult in competition settings in particular, and members are reminded of the conditions of entry of competitions, which include acknowledgement about photography and filming of competitions and APDA events.
- c) APDA will use its social media accounts to positively promote APDA Ltd as a whole, and its member clubs as appropriate.

### **SM6 – Unacceptable use of social media**

APDA will not tolerate:

- a) Social media being used to bully, harass, belittle, intimidate or discriminate against others within APDA;
- b) Social media being used to air grievances about APDA, its clubs, teachers, officials, competitions or other events, or suppliers, as there are appropriate avenues to raise legitimate concerns with APDA.

### **SM7 – What happens if I don’t comply with this policy?**

Individuals who do not comply with this policy will be dealt with under the APDA Code of Conduct and Dispute Resolution policy. Together, these policies outline the potential consequences for people who do not meet APDA’s minimum standards of behaviour, and the processes that are used to work out whether there has been a breach.

Serious cases of non-compliance with this policy may affect a person’s membership with APDA, ability to compete, or registration as a teacher.

**Note:** It is important to remember that, if you are a parent or guardian responsible for the registration of a member under the age of 18, your conduct might result in sanctions for your child. For example, if you use social media to harass others within APDA, both you and your child might be excluded from APDA events or competitions.

The APDA Board and Management team have the final say on what is considered to be appropriate or inappropriate use of social media relating to APDA, as they are responsible for acting in the best interests of APDA Ltd.



## ATTACHMENT A – Scope of Social Media Policy

Social media refers to any online tools or functions that allow people to communicate and/or share content via the internet.

This social media policy applies to platforms including, but not limited to:

- Social networking sites (e.g. Facebook, Twitter, LinkedIn, Google+, Pinterest, Yammer, etc)
- Video and photo sharing websites or apps (e.g. TikTok, YouTube, Vimeo, Instagram, Flickr, Vine, Snapchat, etc)
- Blogs and micro-blogging platforms (e.g. Tumblr, Wordpress, Blogger, etc)
- Review sites (e.g. review functions on Facebook etc)
- Instant messaging (e.g. SMS, Skype, Snapchat, WhatsApp, Viber, etc)
- Public and private online forums and discussion boards, including private Facebook groups for specific APDA Clubs
- Any other online technologies that allow individual users or Clubs to upload and share content.