



MEMBER CODE OF CONDUCT

Tropical Coast Western Performance Club

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1. BACKGROUND

This Code of Conduct promotes the primary interests of horse welfare, sportsmanship, positive behaviour and public safety at Tropical Coast Western Performance Club Inc events and activities.

The TCWPC Code of Conduct is the set of principals by which behaviour can be judged to be right or wrong. This code sets the minimum standard expected of everyone who is a member, spectator or volunteer of our club.

Our objective is to create a supportive and respectful environment that promotes good sportsmanship, the humane treatment of horses, respectful interactions with committee members, and overall positive behaviour.

This Code of Conduct describes;

- the behaviour and regulations that we believe in and commit to, both individually and collectively.
- The principles and standards that all members, volunteers, and participants are expected to adhere to.
- The minimum standard expected of everyone who is a member, spectator or volunteer of our club.

This Code of Conduct may be altered or added to from time to time at the discretion of the TCWPC Executive Committee and advised to Members.

Relevant persons are required to:

- Act and operate within the values, rules and spirit of the goals and objectives of the TCWPC
- Respect the rights of others and be considerate of other members, attendees, guests and supporters.
- Follow the directions given by the TCWPC Executive Committee.

If you breach the Code through:

- Verbal or physical abuse of another person;
- Direct or indirect discrimination or harassment or individuals or a group;
- Questioning of umpires/instructor decisions outside of the established process ;
- Ridicule, baiting or uttering obscenities;
- Engaging in behaviour that is not respectful of others;
- Demonstrated behaviours which are considered as putting the safety of yourself or others at risk and;

If your behaviour continues after you are advised you are in breach of TCWPC Codes of Conduct further action including suspension and/or cancellation of membership, may result. All grievances shall follow the dispute procedure in the TCWPC Constitution.

We all want TCWPC membership and events to be enjoyable and supportive. Your compliance with the Codes of Conduct will help ensure that all Members find their TCWPC experience both pleasurable and fulfilling.

2. DEFINITIONS

In this Code of Conduct, the following words have the corresponding meaning:

Activity means a sporting contest, match, competition, event, or activity (including training), whether on a one-off basis or as part of a series, league, or competition, sanctioned or organised by a Relevant Organisation.

Code of Conduct means this Code of Conduct.

TCWPC means Tropical Coast Western Performance Club Inc

Member means a member of the TCWPC, including full or temporary membership.

Relevant Person(s) means any of the following:

- a) Individual **member**
- b) Participant / Competitor
- c) Contractor / Service Provider
- d) Volunteer or
- e) Any other person who has agreed to be bound by this Code

3. TCWPC VALUES

3.1. Respect

All members, guests, supporters, volunteers are required to engage with each other and the TCWPC Committee members respectfully.

Each person can demonstrate this by:

- valuing and acknowledging the opinions and contributions of everyone.
- treating fellow members, trainers, judges, and spectators with respect and courtesy.
- promoting an inclusive environment where everyone feels welcome and valued, regardless of their background or experience level.
- acknowledge the efforts of others and celebrate their successes.
- valuing and acknowledging the opinions and contributions of everyone.
- contributing to dialogue and discussion in a constructive manner
- using language, which is respectful to clients, the community and others
- abstaining from all forms of unacceptable or unlawful behaviour such as discrimination, harassment, bullying and victimisation.
- Seeking assistance from the TCWPC Committee to address conflict through established procedures.

Any person acting, inciting or permitting others to act in a manner contrary to the rules of the association, or deemed to be unsportsmanlike, improper, unethical, dishonest or prejudicial to the best interests of the Club shall be reported to the association and be subject to disciplinary action – which may include membership termination.

3.2. Integrity

All relevant person(s) applicable under this Code of Conduct should maintain high standards of integrity and be responsible for their own actions and personal behaviour.

Each person can demonstrate this by:

- conducting themselves honestly, reliably and without favouritism
- compete fairly and honestly, following the rules and regulations of every event.
- avoid any actions that could be perceived as cheating or unsportsmanlike conduct.
- offer support and encouragement to peers, particularly those new to the sport.
- ensuring actions and decisions are in the best interests of the TCWPC.

3.3. Empowerment

TCWPC Members and all relevant person(s) should collaborate with the aim of empowering each other to be the best that we can be.

Each person can demonstrate this by:

- working collaboratively with others and to the best of their ability
- offer support and encouragement to peers, particularly those new to the sport.
- sharing information and acting in good faith
- developing, maintaining and using their skills and capabilities and those of others
- providing support to their fellow members or competitors to help achieve common goals.
- generating and supporting innovative ideas to support the Club's objectives.
- recognising the importance of fun and enjoyment in sports

4. TCWPC EVENTS

Attending and enjoying our events such as TCWPC shows, clinics and social activities is a right of all Relevant Person(s), including members, guests, supporters, volunteers and Committee. All Members must conduct themselves in consideration and respect for fellow attendees.

4.1. General

Upon arriving to a TCWPC event or activity, members and supporters are required to follow any process set by the Committee in the event rules, and provide any relevant paperwork requested by the TCWPC Committee – i.e. Temporary Membership forms etc.

4.2. Rider Safety and Conduct

4.2.1. Acknowledgement and Waiver

TCWPC advises and the Member acknowledges that horse riding is a dangerous recreational activity which involves a significant risk of harm, including injury and death. The Member acknowledges that the Member horse rides, at the Member's own risk.

Every rider MUST be a member of TCWPC to compete or ride at an event – either full membership or temporary (day) membership.

4.2.2. Use of proper and required equipment

All members, competitors, spectators, attendees are required to abide by all TCWPC Rules, Horse Show Association of Australia (HSAA) or Australian Quarter Horse Association (AQHA) rules relating to equipment and tack.

Youth Members (under 18) are required to wear a helmet when riding and ensure it is approved by Australian Standards. TCWPC highly encourages adult riders to wear helmets.

4.3. Health and Safety

All Members and other persons at TCWPC have responsibilities for observing work health and safety requirements and to take care to protect their own health and safety and to avoid adversely affecting the health and safety of any other person.

4.3.1. General Rules & Designated areas

- No smoking is allowed in, or around, marshalling areas, working arenas, show pen or any areas where "No Smoking" signs are observed.
- No alcohol is allowed in, or can be consumed in the marshalling areas, working arenas or show pen/contest areas. Underage drinking will not be tolerated. Any underage competitor found to be drinking while at the event will be reported to the relevant authorities. All other offences will be dealt with by the show committee.
- All relevant person(s) must abide by the directions set by TCWPC or event locations and follow all signage posted– i.e. No Horses past this point, No Parking etc.
- All relevant person(s) must ensure that spectator areas, amenities access, gateways and exit points are kept clear at all times.

4.3.2. Dogs

Dogs are permitted at the grounds but **MUST** be on a lead or retrained at all times. Dogs are strictly not permitted around Marshalling areas, stables / yards, warm up areas, or in the arena (with the exception of assistance dogs).

TCWPC reserves the right to request a dog be removed from the grounds if these rules are not observed or complaints are received. Nuisance barking or disturbances may also result in a request to remove the dog.

4.3.3. Noise

All relevant person(s) attending events must not engage in any disruptive behaviour or make any excessive noise at TCWPC Events. Please consider our neighbours and other Members.

4.4. Treatment of Horses

4.4.1. Humane Care & Welfare

- Members are required to ensure that horses are treated with kindness and compassion and in accordance with any applicable governing bodies policy (i.e. Australian Quarter Horse Association Welfare Policy) and provide proper nutrition, welfare, and medical care as required when attending TCWPC events and activities.
- All members, competitor's / participants at any event run by TCWPC have a responsibility to ensure the welfare of their horses and at all times are to treat their horses humanely and with dignity, respect and compassion while attending the clinics and shows.
- The TCWPC highly recommends that all horses are vaccinated against Hendra Virus, Tetanus and Strangles. The TCWPC will not be held liable for any infected horses that enter the Grounds or become infected on the Grounds.
- Horses are not left unattended in common areas i.e. in arenas or the wash down bay area.

4.4.2. Training Practices

- All members and attendees at TCWPC events or activities are required to follow any relevant governing body (i.e. AQHA / HSAA) requirements with horse welfare and training. Any participant found to be practicing extreme negative training methods that cause undue stress or harm to their horses will be asked to leave.

- TCWPC does not tolerate wilful abuse to horses. This includes obvious neglect, over training or improper training aids, and punishment. The Committee (including appointed Horse Welfare Officer) reserves the right to discuss any health and wellbeing concerns with the horse/s owner.
- Punishment or neglect includes but is not limited to:
 - the excessive use of whips or spurs.
 - the use of whips around a horse's head.
 - the use of ill-fitting or broken tack or equipment which causes pain; or
 - the riding of a lame horse.

4.4.3. Respect for Limits

- All competitors recognize and respect the physical and mental limits of each horse. Horses must be exercised appropriately for their age, size, health and fitness and taking into account extreme weather conditions.

5. Risk Management

Risk management involves minimising risks facing TCWPC, whether appearing in the form of financial loss or physical injury or damage or abuse. It includes a number of steps summarised as follows:

- Identifying risks which threaten the wellbeing of TCWPC.
- Assessing the importance of those risks and the consequences to TCWPC if they are ignored. The focus generally is on safety issues and minimising potential litigation.
- Designing a process to eliminate or minimise those risks.
- Taking all possible steps to comply with that process; and
- Constantly reviewing the process so that it can be improved and grow to suit the needs of the TCWPC.

To help reduce risk the TCWPC will undertake a risk assessment form in the following situations:

- before new processes or activities are introduced,
- before changes are introduced to existing processes or activities, events, including new equipment.
- when hazards are identified.

5.1. Duty to report incidents and damage

All Members of the TCWPC have a responsibility to report immediately (or as soon as is reasonably possible) to the TCWPC President the following:

- Property damage
- accidents (physical injuries);

- serious incidents (near misses) where there is no actual physical injury.
- incidents which may have the potential for psychological trauma (e.g. a horse bolting); and
- incidents involving property damage.

In the event of an incident such as:

- ✓ any injury to a person, or
- ✓ damage to plant or property, or
- ✓ a “near-miss” where there was potential for injury or damage.

TCWPC and its Member/s will complete an **Incident Report Form**. It is important that TCWPC develops a strong culture of incident reporting, no matter how minor, as all reported incidents should be used as valuable lessons in how to prevent a recurrence.

The TCWPC Committee will ensure that the incident:

- ✓ has been discussed with all parties involved
- ✓ has been controlled to a level acceptable by all parties involved
- ✓ recorded with any appropriate governing bodies (AQHA, HSAA)
- ✓ can be considered as controlled and able to be signed off as closed

6. SOCIAL MEDIA

6.1. Overview

Social media offers the opportunity for people to gather in online communities of shared interest and create, share or consume content. As a member-based organisation, the Tropical Coast Western Performance Club (TCWPC) recognises the benefits of social media as an important tool of engagement and enrichment for our members.

It is important that the reputation of the TCWPC, its affiliated associations and clubs, and the sport of Western Performance generally is not tarnished by anyone using social media tools inappropriately, particularly in relations to any content that might reference the TCWPC.

When someone clearly identifies their association with the TCPWPC, and/or discusses their involvement in the organisation in any type of forum, they are expected to behave and express themselves appropriately and in the ways that are consistent with the TCPWC stated values and constitution.

6.2. Scope

This policy covers all forms of social media. Social media includes, but is not limited to, activities such as:

- Maintaining a profile page on social or business networking sites (such as Facebook, Instagram, LinkedIn, Shutterfly, Twitter or MySpace);
- Content sharing including Flickr (photo sharing) and YouTube (Video Sharing);

- Commenting on blogs for personal or business reasons;
- Leaving product or service reviews on retailer sites or customer review sites;
- Taking part in online votes and polls;
- Taking part in conversations on public and private web forums (message boards); or
- Editing a Wikipedia page

The intent of this policy is to include anything posted online where information is shared that might affect members, colleagues, sponsors or the TCWPC as an organisation and the reputation of the sport in general.

Due to the nature of the TCWPC, the boundaries between a TCWPC Member and their profession, volunteer time and social life can often be blurred. It is therefore essential that members make a clear distinction between what they do, think or say in their capacity as a Committee member or member of the TCWPC.

The TCWPC considers all Committee members and full or temporary members of the organisation as its representatives.

When using the internet for professional or personal pursuits, all members must respect the TCWPC Committee Members and anybody else involved in our sport and follow the guidelines in place to ensure that sport's intellectual property or its relationships with sponsors and stakeholders is not compromised or the organisation is brought into disrepute.

6.3. Consideration towards others

Social networking sites allow photographs, videos and comments to be shared with thousands of other users. TCWPC Members and the elected Committee must recognise that it may not be appropriate to share photographs, videos and comments in this way.

TCWPC Members have the opportunity to prohibit the use of images or videos captured at TCWPC events if requested. The Committee will also remove information about another person should they be asked to do so.

Under no circumstance should offensive comments be made about TCWPC Members and the elected Committee Members online.

6.4. Breach of social media guidelines

The TCWPC Committee will continually monitor online activity in relation to the organisation and the sport. Detected breaches of this policy should be reported to the elected TCWPC Committee

If detected, a breach of this policy may result in disciplinary action from the TCWPC Committee under the TCWPC Constitution and Code of Conduct.

Examples of breaching this policy include, but are not limited to activity that:

- Contains, or link to, libellous, defamatory or harassing content – this also applies to the use of illustrations or nicknames;
- Provides commentary on, or publishes information that is confidential in anyway;

- Brings the organisation or the sport into disrepute; or
- Otherwise be in breach of the TCWPC Constitution, rules or by-laws.

A breach of this policy may also amount to breaches of other TCWPC governing bodies including the HSAA or the AQHA rules, by-laws and other policies. This may involve a verbal or written warning, termination of membership, and banning from future TCWPC events (including a written documentation of events to the Horse Show Association of Australia or the Australian Quarter Horse Association).

This policy has been developed to provide guidance for the TCWPC Members and elected Committee in the area of social interaction. TCWPC Members, who are unsure of their rights, liabilities or actions online and seek clarification, should contact the TCWPC Committee.

7. DISPUTES

The dispute resolution process is outlined in the TCWPC Constitution. In the event of a dispute arising between members and the current Executive Committee that cannot be resolved through the TCWPC dispute resolution process, the matter may be deferred to the Office of Fair Trading under the Dispute Resolution Branch.

8. CONCLUSION

This code of conduct has been developed to outline the ethics, principles, associated obligations and standards of conduct that apply to being a member of the TCWPC.

By adhering to this Code of we are confident our Club will remain a positive, respectful, and enjoyable environment for all involved. We appreciate your commitment to these principles and your ongoing efforts to uphold the standards of our club.