



## **CODE OF CONDUCT**

### **PURPOSE**

The purpose of this Code is:

- to protect the integrity of the sport of croquet; and
- to promote and maintain an orderly, courteous, safe and fair environment for playing croquet within New Zealand or by individuals representing New Zealand at international events.

### **DEFINITIONS**

For the purposes of this policy a:

- CNZ Entity is Croquet New Zealand Inc.; CNZ's member Associations; and Clubs affiliated to CNZ member Associations.
- CNZ Affiliate is an individual who is:
  - an officer or member of a CNZ Entity;
  - participating in the sport of croquet at the premises of a CNZ Entity;
  - engaged by a CNZ Entity and/or is present at the premises of a CNZ Entity and is involved in croquet related activities whether as an employee, coach, or a volunteer and irrespective of the duty being performed;
  - attending by invitation or consent at the premises of a CNZ Entity.

### **APPLICATION**

This Code applies to:

- any CNZ Affiliate when assisting in any activity involving croquet whether as a contractor, employee, coach or volunteer; and
- any CNZ Affiliate participating in the sport of croquet at the premises of a CNZ Entity; and
- anyone engaged by a CNZ Entity to assist with travelling arrangements for, or transportation of, players; and
- anyone attending by invitation or consent at the premises of a CNZ Entity.

### **CONDUCT**

In any situation to which this Code applies:

- CNZ Affiliates shall not engage in behaviour that involves abuse, bullying, harassment, discrimination, victimisation, neglect, defamation, or involves unwelcome comments or physical contact or otherwise causes unreasonable offence to another person.
- CNZ Affiliates will observe all rules and regulations in force at any CNZ Entity they may attend for any purpose and act in accordance with any instructions given by persons in authority at such Entities
- CNZ Affiliates shall behave in a spirit of friendship, good sportsmanship and fair play when playing or attending at the premises of CNZ Entities.
- CNZ Affiliates shall uphold the Rules and Laws of Croquet in all forms of the sport, including those pertaining to behaviour, and any Regulations applicable to tournaments in which they are competing or which they are attending.

- Spectators who do not come within the definition of a CNZ Affiliate who are present at any event hosted by a CNZ Entity must not behave in a manner which others at the event would consider a breach of this Code or otherwise cause unreasonable offence to others present. Anyone doing so may be asked to leave the premises and may be subject to normal processes under the law.

## **COMPLAINTS PROCEDURE**

A CNZ Affiliate who considers that he or she has been subject to behaviour that is in breach of this Code may progress the matter through the Complaints Procedure of CNZ.

A complaint may be initiated by:

- directly advising the relevant Office Holder of the CNZ Entity controlling a tournament or event; or
- submitting it to the Office Holder who is the principal person in authority at the premises of the CNZ Entity where the matter arose. Should the complaint arise from a tournament or event under the control of a different CNZ Entity, it must be forwarded promptly to the relevant Office Holder of that other CNZ Entity.

Office Holders advised of a complaint will act on the complaint in accordance with the CNZ Complaints Procedure.

A complaint should be made at the earliest time in the context of the matter and desirably within 7 days of the matter arising. It is the responsibility of all involved to ensure that complaints are handled fairly, promptly and correctly. Where appropriate and possible complaints will be resolved in the simplest possible manner.

Complaints should be made honestly and only discussed in confidence with others who need to know. The complainant should be made aware of the legal consequences of frivolous or vexatious accusations. The receipt of a complaint under this Code shall be notified to the Chief Executive of CNZ.