

# Queensland Rifle Association Inc.

## Code of Behaviour Policy

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## 1. Preamble

This Policy should be regarded as defining the minimum standard of behavior which is acceptable for all Members of the Association and a framework for remedy when behavior is not acceptable.

This Policy shall apply to all Members of the Association.

## 2. Definitions

The terms below have the following meanings in this Policy:

- **Assessor** is a person who is tasked with assessing the breach.
- **Association** is the Queensland Rifle Association.
- **Appeal Tribunal** means a tribunal set up and constituted in accordance with this Code of Behavior Policy to hear matters referred to it.
- **Appellant** is the person who applies for a reversal of the tribunal's decision
- **Disciplinary Committee** is a standing QRA committee or a group of individuals appointed to act under the QRA Disciplinary Tribunal Policy.
- **Members, also known as relevant Persons**, mean individuals who are members of Association in accordance with its Rules.
- **Nominated Official** is the person who is assigned the task of investigating the alleged breach.
- **Officials** includes range officers, butts officers, ET assist personnel and other prize meeting officials appointed by an QRO, and/or any other person who holds a QRA officials accreditation.
- **Queensland Rifle Organisation (QRO), also known as relevant Organisations**, includes affiliated organisations, district/regional rifle associations and clubs affiliated to the QRA.
- **Code of Behavior Policy** is this document.
- **Respondent** is the person or entity alleged to have breached this Policy.
- **Report** is a notification of an alleged breach of the Code of Behavior.

## 3. Limitations of this Policy

If anything in this Policy is inconsistent with any relevant Federal or Queensland law, the relevant Federal or Queensland law prevails to the extent of the inconsistency.

This Policy does not in any way extinguish the common law rights and responsibilities of the Association, QROs, any Member or other person.

## 4. Role of the Association/QROs

It is required that all QROs will have a Code of Behavior Policy which mirrors this Policy.

All Members belong to a Club and as such it is expected most matters will be resolved at Club level.

The QRA may if requested provide advice to QROs on such matters and may on request of a QRO take over a matter from a QRO where a conflict of interest is present.

## 5. QRA Code of Behavior Application

The **Code of Behavior Policy** may be adopted, amended or repealed by the QRA Board as legislated in the Association Incorporation Regulations 1999.

The **Code of Behavior Policy** contains a set of conventional principles and expectations that are considered binding on any person who is a member of the QRA.

### 5.1. At any Association Event/Any QRO Event

In order to maintain fair and reasonable standards of conduct, all participants, spectator and officials shall comply with the code of behavior.

Any deviation from these codes may be subject to remedy by the Association as per clause 6 of this Policy.

#### 5.1.1. Code of Behavior for Participants

- Abide by the Standard Shooting Rules of National Rifle Association of Australia Limited (SSR's) and the rules of the particular event.
- Be a good sport in victory and defeat. Acknowledge good performances by your opponents.
- Be fair, no matter what the cost.
- Treat all participants, as you would like to be treated. Do not interfere with, bully or take unfair advantage of others.
- Respect the decisions of officials and administrators, making all appeals through the proper process and accepting the final decision.
- If there is any problem during the event with another participant, parents, coaches, supporters or spectators, call for the range officer to resolve the matter.
- Control your temper. Physical abuse, verbal abuse, audible obscenities, visible obscenities or behavior to a competitor or any other person is not acceptable or permitted.
- Do not use performance-enhancing drugs. The use of performance enhancing drugs and doping practices is contrary to the ethics of sport and is potentially harmful to the health of all.
- Do not consume alcohol or be intoxicated during or in connection with any event.
- Do not gamble on the outcome of any match.
- During or in connection with any event, do not engage in any activity that is unlawful and do not engage in any acts of discrimination or sexual harassment, abuse or vilification.
- Show appreciation of the efforts of officials and administrators. The majority are volunteers; without them there would be no events in which you could compete.
- Ensure behavior both on and off the range is consistent with the principle of good sportsmanship.

### 5.1.2. Code of Behavior for Spectators/Visitors

- Control your temper, physical abuse, verbal abuse, audible obscenities, visible obscenities or threatening behavior to any person is not acceptable or permitted.
- Do not gamble on the outcome of any match.
- During or in connection with any event, do not engage in any activity that is unlawful and do not engage in any acts of discrimination or sexual harassment, abuse or vilification.

### 5.1.3. Code of Behavior for Officials (Range Officers, ET personnel and others)

- Be conversant with all the Standard Shooting Rules of National Rifle Association of Australia, Range Standing Orders and any specific local rules and regulations pertaining to events in which you are involved.
- Make a personal commitment to obtain training in all aspects of sports administration.
- Devote the time and energy to ensure that events are conducted in a highly professional manner.
- Provide quality supervision and instruction for junior competitors.
- Ensure that everyone involved in Target Shooting emphasizes fair play and not winning at all costs.
- Ensure equal opportunities are made available for all participants.
- Be consistent, objective and courteous when making decisions. Be firm when necessary without being overzealous.
- Be aware of the particular rules that apply to the event.
- Show a consistent, courteous and helpful attitude towards all participants.
- Use common sense when applying code any penalties.
- Make a personal commitment to keep informed of sound officiating principles and developments within the sport of Target Shooting.
- Promote respect for all opponents by disciplining unsporting behavior.
- Control your temper. Physical abuse, verbal abuse, audible obscenities, visible obscenities or threatening behavior to any person is not acceptable or permitted.
- Do not gamble on the outcome of any match.
- Do not consume alcohol while officiating at any event.
- During or in connection with any event, do not engage in any activity that is unlawful and do not engage in any acts of discrimination or sexual harassment, abuse or vilification.
- The consumption of alcohol is restricted to designated licensed areas at the conclusion of the day's competition.
- During or in connection with any event, do not engage in any activity that is unlawful and do not engage in any acts of discrimination or sexual harassment, abuse or vilification.
- Show appreciation of the efforts of officials and administrators. The majority are volunteers and without them there would be no events taking place.

## 5.2. At any Non-QRA Sponsored Activities

There is an expectation of the Association that all Members will conduct themselves in general community in accordance with the Codes of Behavior expected of them at sponsored events.

Additionally, it is expected that Members will not use their involvement with the Association to promote their own beliefs, behavior or practices where these are inconsistent with Objects of the Association.

## 6. Disciplinary Action

### 6.1. Purpose

The purpose of this section is to define the process to remedy any deviations from the minimum standard of behavior should that occur, while ensuring that all persons are treated fairly and consistently.

### 6.2. Scope of Application

This Policy applies to conduct and behavior which is not otherwise captured by QRA's Member Protection Policy, QRA Member – Media (via ICT) Policy or Standard Shooting Rules.

Typically offences captured by this Policy will relate to behavior and conduct of persons which may occur at OR away target shooting events.

### 6.3. Offences

This Policy specifically recognises the following Breaches.

#### 6.3.1. Breaches

Breaches include any of the following if done during or in connection with any activity conducted or managed under the auspices of the QRA:

- verbal or physical abuse of any kind towards any person;
- unsportsmanlike conduct of any kind toward any person;
- equipment abuse of any kind;
- any other disruptive, disorderly, unreasonable, untoward or inappropriate behavior including any general audible or visual obscenity;
- consuming or aiding and abetting the consumption of illegal or illicit drugs and/or other prohibited substances;
- improperly incurring debts (e.g. telephone or accommodation charges) on behalf of QRA;
- committing any criminal offence or any other unlawful activity;
- acts, omissions, conduct and any other behavior that brings, or is reasonably likely to bring, the sport and/or QRA into disrepute;
- any match-fixing, spot-fixing or other act or omission that may artificially, improperly, illegally or unreasonably alter the outcome of an event;

- gambling, or placing any wager or bet or assisting another individual to gamble or place a wager or bet, on the outcome of an event of which the relevant individual is involved or has some specialist, confidential or insider knowledge or some other sensitive information; or
- any misuse or unauthorised use of sensitive personal information (i.e. credit card details, medical history, etc.) held or stored by the association.

## 6.4. Disciplinary Procedure

All proceedings shall be conducted in accordance with the principles of natural justice.

This requires that a person receives a fair and unbiased hearing before a decision is made that will negatively affect them. The three main requirements of natural justice that must be met in every case are: adequate notice, fair hearing and no bias.

### 6.4.1. Report of Alleged breaches of this Policy

If any person considers that this Policy has been breached, they may make a Report on the matter to the QRA Executive Officer or alternatively the Association Chairman should there be a potential conflict of interest.

The QRA EO will acknowledge the receipt of the alleged breach.

The QRA may refer the Report to the relevant law enforcement authorities and may suspend any action whilst a criminal investigation is undertaken into the Report.

### 6.4.2. Management of the Matter

#### 6.4.2.1. Assessment

The Association's EO will assess the Report as the Assessor and decide if the alleged conduct may amount to a breach of this Policy.

The Association EO may delegate this assessment to another suitable person should there be a potential for a conflict of interest to arise over the matter.

In the event that the matter which is the subject of the Report consists of a number of alleged breaches of this Policy, the Assessor may elect to either:

- deal with each alleged breach separately; or
- consolidate the alleged breaches into one matter and categorise the conduct as a whole.

#### 6.4.2.2. Mediation

Before any formal actions are commenced, the Assessor may institute mediation between the parties to resolve the matter. Where mediation is instituted:

- A mediator acceptable to both the Assessor and all parties involved should be selected;

- The mediator in conducting the mediation must give the parties every opportunity to be heard and allow all parties to see all the written statements submitted by all parties;
- During the mediation process the mediator shall ensure that natural justice is accorded to all parties;
- The parties to the dispute must act in good faith and attempt to settle the matter by mediation;
- The mediator must not determine the dispute;

Mediation must resolve the matter with 14 days of the Report of the alleged breach/s.

If the mediation process does not result in the matter being resolved, the Report may be referred to the Disciplinary Committee as per clause 66.4.2.3.

A party may choose to resolve the dispute otherwise at law.

#### 6.4.2.3. Nominated Official

If the Assessor decides the matter is serious enough to proceed to the Disciplinary Committee for remedy; a Nominated Official will be appointed and conduct an investigation into the matter.

At the commencement of an investigation, the Nominated Official must notify the Respondent in writing of the details of the matter and that:

- they are alleged to have committed a Breach of this Policy (a copy of this Policy should be provided);
- the possible sanctions which may be imposed under this Policy;

The Respondent may provide a statement in response to the alleged breach/es within seven days, or such period determined by the Nominated Official.

The investigation process conducted by the Nominated Official must include the following steps:

- Requesting a written response from the Respondent;
- Collecting witness statements from any other parties that the Nominated Official deems necessary;
- Conducting interviews; and
- Collecting any other information, which may include video footage, photos, recordings etc. that the Nominated Official deems necessary.

#### 6.4.2.4. Truthful Information and General Co-operation

Any person who as part of the processes set out in this Policy, provides information, or acts in a manner, which is in any respect false or misleading or likely to mislead; or falsely and deliberately accuses a person of breaching this Policy, shall be deemed to have committed a breach of this Policy and liable to a sanction as determined under this Policy.

#### 6.4.2.5. Referral to the Disciplinary Committee for a Decision

Subsequent to the investigation the Nominated Official will refer the matter and the results of the investigation to the Disciplinary Committee for a remedy, which shall be made on the balance of probabilities (i.e. more probable than not) as to whether the Respondent committed the alleged Breach/es.

If the Disciplinary Committee considers that the Respondent has committed a breach of this Policy, the Disciplinary Committee must then also determine the sanction to be imposed on the Respondent under the Disciplinary Tribunal Policy.

#### 6.4.2.6. Appeal Tribunal Procedure

Refer to the Disciplinary Tribunal Policy.

#### 6.4.2.7. Enforcement and Publication of Decisions

The QRA shall notify all QROs affected by any decision of the sanction/s imposed under this Policy.

Each affected QRO shall recognise and enforce any decision and sanction imposed by a decision maker (whether that is the Disciplinary Committee or Appeal Tribunal) under this Policy.

### 7. Member Protection Policy

QRA has a separate Member Protection Policy.

### 8. Social Media Policy

QRA has a separate QRA Member - Media (via ICT) Policy.