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## VQ Code of Conduct

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Policy:	Code of Conduct
Author:	Carole Cooper Consulting
Approved by:	VQ Board Members
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## 1 Purpose of Policy

Volleyball Queensland (**VQ**) is committed to providing a safe and respectful environment for all workers. This Code of Conduct outlines the expectations, responsibilities, and behavioural standards required of all participants engaged with VQ, including staff, athletes, volunteers, officials, contractors, parents, and spectators.

It promotes a safe, respectful, inclusive, and professional environment in line with our values and legal obligations. All relevant persons are expected to uphold this Code of Conduct, to support the company's purpose, "To foster a Queensland Volleyball community that offers lifelong opportunities to engage the sport" and VQ's vision "To offer an inclusive range of competitions, ensure there are locations to play and create opportunities as a player, coach, referee, volunteer or administrator in the sport."

The National Integrity Framework sits alongside this Code of Conduct. Where a provision is inconsistent with the National Integrity Framework, the National Integrity Framework will apply to the extent of that inconsistency.

## 2 Definitions

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

**Code of Conduct** means this VQ Code of Conduct and the supported Volleyball Australia Code of Conduct.

**National Integrity Framework** means the Volleyball Australia National Integrity Framework document and the following five policies:

1. Safeguarding Children and Young People Policy;
2. Competition Manipulation and Sport Gambling Policy;
3. Improper Use of Drugs and Medicine Policy;
4. Member Protection Policy; and
5. Complaints, Disputes and Discipline Policy (**CDDP**).

**Participant** means:

- athletes who are registered with a Relevant Organisation or entitled to participate in an Activity;
- coaches appointed to train an athlete or team in an Activity;
- administrators who have a role in the administration or operation of a Relevant Organisation, including owners, directors, committee members or other persons holding similar positions;
- officials including referees, umpires, technical officials, or other officials appointed by a Relevant Organisation or any league, competition, series, club or team sanctioned by a Relevant Organisation;
- support personnel who are appointed in a professional or voluntary capacity by a Relevant Organisation or any league, competition, series, club or team sanctioned by a Relevant Organisation including sports science sport medicine personnel, team managers, agents, selectors, and team staff members; and
- parents/carers and spectators who are subject to registration conditions or venue conditions of entry that requires compliance with this Code of Conduct.

**Relevant Organisation** means any of the following organisations:

- a. Volleyball Queensland;
- b. Member Organisations; and
- c. any other organisation that has agreed to be bound by this Code of Conduct

**Relevant Person** means any of the following persons:

- Individual Member;
- Participant;
- Employee or an Authorised Provider;
- Contractor;
- Volunteer; or
- any other individual who has agreed to be bound by this Code of Conduct.

**Volunteer** means any person engaged by a Relevant Organisation in any capacity who is not otherwise an Employee or Contractor, including directors and office holders, coaches, officials, administrators and team and support personnel.

### 3 Commencement of this Policy

This Policy will commence from 07 October 2025.

It replaces all other Code of Conduct or Code of Behaviour documents for VQ (if any and whether written or not).

### 4 Application of this Policy

The Code of Conduct applies to:

- a. Relevant Persons;
- b. Relevant Organisations; and
- c. persons referred to in clause 4.2(a)(ii) of the CDDP under the National Integrity Framework.

All Relevant Persons and Relevant Organisations to which this Code of Conduct applies must comply with this Code of Conduct:

- in relation to any dealings, they have with Relevant Organisations or their staff,
- contractors and representatives;
- wherever there is a recognised Volleyball or Relevant Organisation connection,
- including participation in Activities and on social media where there is such a connection;
- when dealing with other Relevant Persons or Relevant Organisations in their capacity as a Relevant Person or Relevant Organisation; and
- in relation to their membership or standing as a Relevant Person or Relevant Organisation in general.
- Where there is no direct or indirect link other than the fact that one or more parties are Relevant Persons or Relevant Organisations, interactions (including social media interactions) involving one or more Relevant Persons or Relevant Organisations are not within the scope of this Code of Conduct.
- Where the Relevant Organisation determines, in its absolute discretion, that the alleged Prohibited Conduct would be more appropriately dealt with under a different policy, it may refer the alleged Prohibited Conduct for determination under that other policy.

This Policy does not constitute a representation by VQ or give rise to contractual obligations. It does not form part of any employee's contract of employment nor any other workplace participant's contract for service.

### 5 Responsibilities and Behaviour expectations

All relevant persons should:

- Practice our VQ values on a daily basis.

- Operate within the rules and spirit of your sport, promoting fair play over winning at any cost.
- Encourage and support opportunities for people to learn appropriate behaviours and skills.
- Support opportunities for participation in all aspects of the sport.
- Treat each person as an individual.
- Display control and courtesy to all involved with the sport.
- Respect the rights and worth of every person regardless of their gender, ability, cultural background or religion.
- Respect the decisions of officials, coaches and administrators in the conduct of the sport.
- Wherever practical, avoid unaccompanied and unobserved one-on-one activity (when in a supervisory capacity or where a power imbalance will exist) with people under the age of 18 years.
- Adopt appropriate and responsible behaviour in all interactions.
- Adopt responsible behaviour in relation to alcohol and other drugs.
- Act with integrity and objectivity and accept responsibility for your decisions and actions.
- Ensure your decisions and actions contribute to a safe environment.
- Ensure your decisions and actions contribute to a harassment free environment.
- Do not tolerate harmful or abusive behaviours.

In addition to the above behaviours, the below specific roles and responsibilities must apply:

Role	Responsibility and Expected Behaviour
<b>Participants</b>	<ul style="list-style-type: none"> <li>• Give your best at all times.</li> <li>• Participate for your own enjoyment and benefit.</li> <li>• Sign the Participant’s Code of Conduct as required.</li> </ul> Refer to <b>Appendix A</b> – Participants Code of Conduct
<b>Coaches</b>	<ul style="list-style-type: none"> <li>• Place the safety and welfare of the athletes and participants above all else.</li> <li>• Help each person (athlete, official, etc) reach their potential - respect the talent, developmental stage and goals of each person and compliment and encourage with positive and supportive feedback.</li> <li>• Any physical contact with a person should be appropriate to the situation and necessary for the person’s skill development.</li> <li>• Be honest and do not allow your qualifications to be misrepresented.</li> </ul>
<b>Officials</b>	<ul style="list-style-type: none"> <li>• Place the safety and welfare of the athletes above all else.</li> <li>• Be consistent and impartial when making decisions.</li> <li>• Address unsporting behaviour and promote respect for all people.</li> </ul>
<b>Administrators</b>	<ul style="list-style-type: none"> <li>• Act honestly, in good faith and in the best interests of the sport as a whole.</li> <li>• Ensure that any information acquired or advantage gained from the position is not used improperly.</li> <li>• Conduct your responsibilities with due care, competence and diligence.</li> <li>• Do not allow prejudice, conflict of interest or bias to affect your objectivity.</li> </ul>
<b>Parents</b>	<ul style="list-style-type: none"> <li>• Encourage children to participate and have fun.</li> <li>• Focus on the child’s effort and performance rather than winning or losing.</li> <li>• Never ridicule or yell at a child for making a mistake or losing a competition.</li> </ul>

<b>Spectators</b>	<ul style="list-style-type: none"> <li>• Respect the performances and efforts of all people.</li> <li>• Reject the use of violence in any form, whether it is by spectators, coaches, officials or athletes.</li> </ul>
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## 6 Volleyball Queensland’s Purpose and Vision

PURPOSE “Why do we exist?”	VISION “Where are we going?”
We exist to empower Queenslanders through the connection, wellbeing and growth that volleyball offers.	A volleyball community where Queenslanders can connect and thrive on and around the court.

## 7 Volleyball Queensland Values

VQ’s values are foundational to how we interact and perform, each role may interpret each value in a different way, all Relevant Persons are encouraged to consider how these values apply to behaviour on a day-to-day basis. *These values reflect who we are and how we show up, for each other and for the volleyball community across Queensland.*

VALUE	WHAT IT MEANS
WE PUT PEOPLE FIRST – by building a connected, caring community	<p>We put people first – in every decision, every conversation, and every room we walk into. Our sport thrives when everyone feels they belong, and we know we go further together than apart.</p> <p>This means everyone – regardless of who they are or where they’re from – feels safe, welcome and valued in our community.</p>
WE ARE GENUINE – by acting with integrity, passion and authenticity	We show up as ourselves – honest, passionate and accountable. We say what we mean, own our mistakes, and bring genuine enthusiasm to this sport and the people in it. Integrity isn’t a policy for us; it’s just how we operate.
WE ARE TENACIOUS – by leading purposeful change and uplifting standards	We take on what’s hard, drive change that matters, and hold ourselves and our sport to high standards. We don’t give up when things get tough – because tenacity isn’t stubbornness, it’s knowing what we’re here to do and not stopping until we get there.
WE ARE COMMITTED TO BEING OUR BEST – by advancing and evolving our sport	We’re always working to be better – for ourselves and for every person in our community who makes this sport what it is. We stay curious, share what we know, and never stop looking for ways to move volleyball in Queensland forward.

## 8 Technology and Data Governance

**All Relevant Persons must:**

- Use technology systems (e.g. email, portals, databases, registration tools) only for official, authorised purposes related to their role within VQ or its affiliates.
- Log out of systems when not in use and avoid using shared or public devices to access confidential information.
- Protect personal logins and passwords and never share system access with others.
- Avoid sharing internal documents, participant information, or operational data without permission from an authorised person.
- Report any suspicious digital activity, including phishing emails, data breaches, or unauthorised access, to the Manager/CEO.
- Handle all personal, medical, and contact information, especially for children and young people, with strict confidentiality, in line with VQ's Privacy Policy, the *Privacy Act 1988 (Cth)*, and child safety legislation.
- Use organisational devices, software, or platforms only for the purposes they are provided, and ensure care is taken to protect them from loss, damage, or misuse.

## 9 Social Media Guidelines

VQ acknowledges that the boundaries between a relevant person's profession, volunteer time and social life can often be blurred. It is therefore essential that VQ Members make a clear distinction between what they do in a professional capacity and what they do, think or say in their capacity as a volunteer for VQ. VQ considers all Members of VQ as its representatives.

When using personal or organisational social media:

- Refrain from making any sort of comment relating to other Relevant Persons regarding their gender, race, place of origin, colour, sexual orientation, religion, political beliefs, socio-economic status or athletic potential, either in person or on social media.
- Not harass, bully or intimidate or display any other form of inappropriate behaviour as per the VQ Member Protection Policy (in particular Cyber Bullying);
- Relevant persons are not to publish confidential or private information about players, volunteers, staff or the Company.
- Do not speak on behalf of the organisation without formal, written approval.
- Avoid offensive, discriminatory, or inappropriate content.
- Always represent the company and reflect VQ's values of respect, inclusion, and integrity.
- Report harmful content or breaches that involve the organisation.

VQ continually monitors online activity in relation to the organisation and its members. Misuse of social media can have serious consequences for VQ, and consequently that misuse can have serious consequences in terms of disciplinary action for Social Media Users under this policy.

## 10 Gift Accepting Policy

VQ is committed to maintaining integrity and impartiality in all operations. To ensure transparency and prevent real or perceived conflicts of interest, all individuals engaged with VQ must exercise sound judgment when giving or receiving gifts, benefits, or hospitality.

You must not offer, give, seek, or accept any gift, benefit, or hospitality that could reasonably be seen to influence your decision-making, compromise your impartiality, or affect the reputation of VQ.

### **Acceptable Gifts or Benefits**

Examples of acceptable items include:

- Low-value promotional items (e.g. VQ merchandise, drink bottles, keyrings)
- Modest thank-you gifts after an event (e.g. chocolates, flowers)
- Low-value hospitality (e.g. a coffee or meal of modest value during a meeting)

If a gift is **modest in value** (under \$50) and **offered as a token of appreciation**, it may be accepted. However, always report it to the CEO if it is not part of routine practice.

If you are unsure, always declare the item and seek guidance from your Manager.

### **Offering Gifts or Hospitality**

When offering gifts or hospitality on behalf of VQ:

- Keep the gesture appropriate and proportionate to the context
- Avoid any appearance of favouritism or expectation of return
- Seek approval for anything above modest value (e.g. more than \$50)

### **Declaration Process**

Any gift, benefit, or hospitality valued over \$50 must be declared in writing and reported to the VQ office. These may be recorded in a Gifts Register and reviewed periodically.

### **Conflict of Interest**

Accepting or offering gifts must never create a **conflict of interest**, nor interfere with your ability to carry out your duties impartially. Refer to the Conflict of Interest section of this Code of Conduct if you believe a gift or benefit may create a perceived or actual conflict.

## **11 Conflict of Interest**

A conflict of interest arises when a person's personal interests, whether financial, professional, or relational, could improperly influence (or be seen to influence) their decisions or actions in their role with the organisation.

Conflicts of interest can compromise decision-making, and harm the reputation of both the individual and VQ, even if no unethical action occurs.

You must disclose any situation where personal, financial, or family interests may conflict with your professional duties, whether perceived or actual. Examples include:

- Coaching a team where a family member plays.

- Hiring or awarding contracts to a relative or friend.
- Having an existing social relationship with participants.
- Supporting a participant outside their scope of work (i.e. babysitting, financially or providing accommodation etc.)
- Officiating a match that includes a team coached by your close friend.
- Receiving a gift from a volunteer or athlete above the Acceptable Gift amount guidelines.

Disclosures must be made in writing and recorded appropriately to the Chief Executive Officer. Failure to disclose is a breach of this Code of Conduct. Disclosures include any actual, perceived or potential conflicts and must be provided in writing as soon as they are known.

If a Person declares, or the organisation becomes aware, that they have a personal relationship with a Participant or have failed to maintain appropriate professional boundaries, the organisation may take any action it considers necessary. This may include, but is not limited to, reassigning or terminating their role, or initiating disciplinary action under this Code of Conduct for a potential breach.

## 12 Child Safety

VQ is committed to child-safe practices aligned with the Child Safe Standards and National Integrity Framework.

All adults working with children must:

- Maintain appropriate boundaries, ensure all interactions are appropriate and within scope of the role.
- Avoid being alone with a child unless authorised, always follow team approved protocols.
- Report suspected harm, abuse or misconduct immediately.
- Complete child safety training and hold valid and current Blue Card (Qld requirement) at all times.

Uphold behaviour consistent with the VQ Values and the Child Safety Policy-.

## 13 Breaches of the Code of Conduct

Breaches of this Code of Conduct may result in disciplinary action up to and including termination of employment. Breaches will be dealt with in line with the Disciplinary Policy.

Serious breaches may also be reported to external agencies such as Sport Integrity Australia and/or law enforcement and loss of accreditations or representative privileges.

All relevant persons should report suspected breaches of this Code of Conduct and any associated policy to:

- Your direct supervisor or team manager
- The organisation's Integrity/Complaints Officer
- Sport Integrity Australia (for discrimination, safeguarding, doping, etc.)

Reports may be made confidentially and without fear of retaliation.

## 14 Complaints Resolution Procedure

- The objectives of the complaint resolution procedure are to:
  - (i) provide a mechanism within which individuals can raise a legitimate complaint without fear of retribution and have it effectively handled;
  - (ii) provide an opportunity for individuals to be made aware of their unacceptable behaviour and to take corrective action; and
  - (iii) prevent the behaviour from reoccurring while respecting the rights of both the complainant and the respondent.
- VQ encourages workers to raise any complaints early, so it can advise the complainant of the options under the complaints resolution procedure. VQ considers it is easier to resolve a problem if it is raised early.
- Information disclosed by workers regarding discrimination, bullying or harassment will be kept confidential.
- VQ confirms that all complaints will be treated seriously and dealt with promptly confidentially and impartially.
- To address a range of circumstances, the complaints resolution procedure set out below has an informal process and a formal process.

## 15 Communication and Training

VQ is committed to ensuring this Code of Conduct is shared and acknowledged by all relevant persons. The Code of Conduct will be shared at onboarding to all new employees, shared on the company Sharepoint, and shared on the external VQ website.

The Code of Conduct will be distributed annually to all employees for acknowledgement and understanding and annual sign off will be required from all relevant persons.

## 16 Questions

If you have any questions about your rights or obligations under this Code of Conduct or the effect of this policy, you should speak to the relevant manager for the area of VQ's operations, the VQ Services Manager or in their absence the VQ CEO.

## 17 Variations

VQ reserves the right to vary, replace or terminate this Code of Conduct from time to time.

This policy will be reviewed every two years, or earlier following legislative or governance changes, or operational changes within VQ.

## 18 Related Documents

Volleyball Australia National Integrity Framework  
VA Code of Conduct  
VQ Complaints Handling Procedure  
Child Safety Policy  
VQ Disciplinary Policy



Sport House, Suite 1.11  
150 Caxton Street  
Milton Qld 4064  
Ph: (07) 3367 1991  
[www.vq.org.au](http://www.vq.org.au)  
ABN 45 476 392 018

VQ Conflict of Interest Policy  
VQ Social Media Policy



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## 19 Acknowledgement

I, \_\_\_\_\_, acknowledge that I have read, understood, and agree to comply with the **Code of Conduct of Volleyball Queensland.**

I understand that this Code outlines the standards of behaviour expected of me in my role and that it applies to all activities, interactions, and communications associated with the organisation.

By signing below, I commit to upholding the values, responsibilities, and expectations set out in this Code and contributing to a safe, inclusive, and respectful environment for all.

**Signature:**

**Date Signed:**

## **Appendix A – Participant’s Code of Conduct**

### Participant’s Code of Conduct – Representative Teams

#### QUEENSLAND STATE TEAMS

NAME: \_\_\_\_\_

#### OBLIGATIONS OF THE PARTICIPANT:

The Participant shall -

- Work towards the attainment of their full potential in the Sport.
- Maintain personal habits of health conducive to sporting excellence.
- Abide by both the rules and the spirit of the Sport.
- Behave and dress in a dignified manner when representing the State.
- Do not consume nor encourage in others the consumption of drugs, stimulants and other substances with a view to modifying or altering growth, behaviour or performance.
- At the request of the Australian Sports Anti-Drug Agency, provide a sample of body fluid for analysis by the ASADA to determine whether or not drugs, stimulants or any other prohibited or restricted substances that modify or alter growth, behaviour or performance have been used.
- Promptly notify the coach of any existing condition, illness or injury which may develop or occur that may prejudice the athlete's continued training and participation in the sport.
- Do not purchase nor consume alcohol whilst involved in official representative activities, or on tour with the state team.
- Give and encourage others to give 100% during training and competition.
- Do not smoke during any team/squad activity.
- Abide by the team curfew.
- Co-operate with your coach, manager and teammates at all times.
- Show respect for your opponents, tournament officials and referee's decisions.
- Be correctly attired for practice.
- Wear clean, neat and tidy clothes (Polo shirt travel) while travelling and or attending official functions.



## Participant's Code of Conduct – Representative Teams

### QUEENSLAND STATE TEAMS

#### PARTICIPANT'S RESPONSIBILITIES:

- Be early for trainings, games, meetings and other commitments.
- Set up and take down nets and other equipment.
- Take care of and be accountable for all equipment, especially balls. (You should finish with same number of balls you started with).
- Training starts on time i.e. taping is done beforehand, water bottles filled.
- Always let the coach know if you can't attend training or team commitments or will be late.
- No one leaves until the coach officially dismisses you i.e.; when equipment is collected and team talk completed.
- No rubbish is to be left in the hall i.e. food, bottles, strapping tape etc.
- All players' bags and equipment must be kept in a neat state.
- Respect all facilities and equipment e.g. no hanging on the net during training/competition.
- Assist other squad/team members to understand and adhere to the Participant's Code of Conduct.

A serious breach of this Participant's Code of Conduct according to team officials may result in the player being suspended from the team for the remainder of the Championships. The parent(s) / guardian of the offender will be notified regarding the breach of the Conduct.

In addition, the player may be the subject of complaint or report about their conduct which may be dealt with under VA's NIF or VQ's CHP, which may expose them to disciplinary proceedings or sanctions.

The player may be sent home at the first available opportunity, with any additional expense being the responsibility of the player or parent(s) / guardian. I have read the Participant's Code of Conduct and understand its contents and conditions. I accept the responsibilities contained therein and swear to abide by them during all Queensland Representative Team commitments.

**Participant Name:** \_\_\_\_\_

**Participant Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_/\_\_\_/\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_/\_\_\_/\_\_\_